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REGIMENTAL DUTIES

MADE EASY

(Subject "A" for the Promotion Examinations).

BY

CAPTAIN S. T. BANNING,

1st Bn. Royal Munster Fusiliers,

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AUTHOR OF

"Organization and Equipment Made Easy,"
"Examination Papers in Military Law,"
ETC.

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GALE & POLDEN'S MILITARY SERIES.

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PREFACE.

This little book has no claim to originality as to its *matter*, though, perhaps, the *arrangement* of the contents differs somewhat from that adopted in similar works on the subject. It has been compiled as one of GALE AND POLDEN'S "MILITARY SERIES," which form handy and complete guides to the various subjects prescribed for the Promotion Examinations. This small volume deals with Subject "A" (Regimental Duties). Its arrangement follows exactly the Syllabus laid down for the Examination in this subject, in Queen's Regulations, Appendix VII. The information has been taken principally from the parts of the Queen's Regulations bearing on these subjects, and from the instructions given in the Army Forms, used in connection therewith, which are indicated as the sources from which Officers should obtain their knowledge. Use has also been made of the Books of Regulations, etc., and Text Books dealing with these matters. The "question and answer" form has not been adopted: first, because it would largely increase the size and cost of the book, and, secondly, because many students object to that style. Questions, however, have been added at the end of most Sections, by means of which Officers can test their knowledge. It is thought, moreover, that these questions may prove of assistance to the Officers forming the Boards of Examination, whose duty it is to set questions to the Candidates. They have been selected from the Papers set at the R.M.C. from July, 1895, to December, 1899.

S. T. B.

R.M.C.,
May, 1900.

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CONTENTS.

PAGE

REGULATIONS 1

PART I.

WARRANT AND NON-COMMISSIONED OFFICERS ON SELECTION FOR COMMISSIONS AS SECOND-LIEUTENANTS.
SECOND-LIEUTENANTS, QUARTERMASTERS AND RIDING MASTERS BEFORE PROMOTION TO LIEUTENANT.

CHAPTER I.—DISCIPLINE.

SECTION 1.—General Instructions 9
„ 2.—Administration of Discipline 12
(i.) Arrest and Military Custody 12
(ii.) Investigation of Charges 15
(iii.) Summary and Minor Punishments ... 16
„ 3.—Courts of Inquiry 25
„ 4.—Deserters 27
„ 5.—Disposal of Prisoners 30

CHAPTER II.—DUTIES.

„ 1.—Roster of Duties 34
„ 2.—Duties, in Garrison and in the Field 36
„ 3.—Honours and Salutes 39
„ 4.—Guards and Sentries 43
„ 5.—Military Funerals 46
„ 6.—Duties in Aid of the Civil Power 48

CHAPTER III.—INTERIOR ECONOMY.

„ 1.—Officers 50
„ 2.—Non-Commissioned Officers 53
„ 3.—Of a Squadron, Battery, or Company 58
(i.) General Instructions 58
(ii.) Passes and Furloughs 60
(iii.) Married Soldiers 61
(iv.) Small Books 62
„ 4.—System of Keeping Books, Accounts and Returns 66
(i.) Order Book 66
(ii.) Defaulter Book 66
(iii.) Savings' Bank Ledger 68
(iv.) Daily Messing Book 70
(v.) Pay and Mess Book 72
(vi.) Pay List 74
(vii.) Cash Book and Ledger 79

Digitized by Google

PAGE

SECTION 5.—System of Payment, Messing, and Supply of Necessaries 83
(i.) Payment 83
(ii.) Messing 84
(iii.) Supply of Necessaries 87
„ 6.—Pay of Non-Commissioned Ranks 90
(i.) Rates of Ordinary Pay 90
(ii.) Engineer and Corps Pay 96
(iii.) Extra Duty Pay 97
(iv.) Forfeiture of Pay 98
(v.) Good Conduct Pay 99
„ 7.—Transfer and Discharge 103
(i.) Transfer to other Corps 103
(ii.) Transfer to the Army Reserve ... 104
(iii.) Discharge 105

CHAPTER IV.—MISCELLANEOUS.

„ 1.—Supply of Food, Forage, Ammunition and Stores 108
(i.) Food... 108
(ii.) Forage 109
(iii.) Ammunition 110
(iv.) Stores 111
„ 2.—Movement of Troops by Land and Sea ... 113
(i.) By Land 113
(ii.) By Sea 116
„ 3.—Detail of Carrying Arms, Ammunition and Equipment 120
(i.) Cavalry and Mounted Services ... 120
(ii.) Infantry and Dismounted Services ... 122

PART II.

CAPTAINS BEFORE PROMOTION TO MAJOR.

CHAPTER I.—DISCIPLINE.

„ 1.—Management of Provost Prisons 127

CHAPTER II.—DUTIES.

„ 1.—Of Regimental Officers 130
„ 2.—Garrison Duties 135

CHAPTER III.—INTERIOR ECONOMY.

„ 1.—Of a Regiment 137
(i.) Officers' Messes 137
(ii.) Serjeants' Messes 138
(iii.) Bands 139
(iv.) Regimental Institutes 140
(v.) Regimental Workshops 141

Digitized by Google

PAGE

(vi.) Soldier Servants, Orderlies and Signallers 142
(vii.) Clothing 143
(viii.) Medals 144
SECTION 2.—System of Keeping Regimental Books, etc. 148
(i.) Regimental Order Book 148
(ii.) Record of Officers' Services 149
(iii.) Attestations 149
(iv.) Regimental Defaulter Sheets... ... 150
(v.) Court-Martial Sheets 152
(vi.) Digest of Services of the Regiment... 152
(vii.) Savings' Bank Ledger 153
(viii.) Equitation Register 153
(ix.) Correspondence 154
,, 3.—Army Forms in Use 156

CHAPTER IV.—MISCELLANEOUS.

,, 1.—Regulations for Encampments 157
(i.) Camps 157
(ii.) Striking Camps 160
(iii.) Bivouacs 161
(iv.) Cantonments 161

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REFERENCES.

A. Act	= Army Act, 1881.
A.B.	= Army Book.
A.F.	= Army Form.
A.O.	= Army Order.
A.R.	= Regulations for the Allowances of the Army, 1898.
C.D.	= Cavalry Drill, 1898.
C.R.	= Regulations for the Clothing of the Regular Army, 1898.
F.S.M. Cav.	= Field Service Manual, Cavalry, 1899.
F.S.M. Inf.	= Field Service Manual, Infantry, 1899.
Inst. Pay Duties	= Instructions relating to Pay Duties of Officers Commanding Companies, etc., 1898.
Inst. V.E.	= Instructions for Fitting Valise Equipment, 1895.
Morrison	= "Notes on Military Law, Organisation, and Interior Economy," by Major Morrison, *p.s.c.*, 1st Royal Dragoons; 3rd Edition, 1898.
Q.R.	= Queen's Regulations, 1899.
R.E.	= Regulations for Encampments, 1895.
R.M.P.	= Rules for the Management of Military Prisons, 1899.
R.P.	= Rules of Procedure, 1899.
R.P.P.	= Rules for the Management of Provost Prisons, 1899.
R. R	= Regulations for Recruiting, 1900.
R.W.	= Royal Warrant for Pay and Promotion, 1899.
S.B. R.	= Regulations for Savings' Banks, 1897.
W.E.	= War Establishments, 1898.

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REGIMENTAL DUTIES MADE EASY.

REGULATIONS.

The following extracts from the Queen's Regulations, relative to the examination in Subject (*a*) "Regimental Duties," are inserted here for the information and guidance of Candidates.

1172. The professional examinations required for promotion comprise the following subjects:—

(*a*) Regimental Duties.
(*b*) Drill.
(*c*) Military Law.
(*d*) Duties in the Field.
(*e*) Artillery (for Lieutenants of the R.A. only).
(*f*) Army Service Corps Subjects (for Officers of the A.S.C. only).
(*g*) Organisation and Equipment (except for A.S.C. Officers).

1174. The examinations for each rank will be as follows:—

(i). Subjects (*a*) and (*b*) in the following cases:—
  (1). Quartermasters and Ridingmasters, before being granted a commission as Lieutenant.
  (2). Warrant Officers and Non-Commissioned Officers, before promotion to Second-Lieutenant.
  (3). Second-Lieutenants, before promotion to Lieutenant; unless they have passed under (2) in the same arm.

(ii). All Captains, before promotion to the rank of Major.

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1182. Officers will not be permitted to present themselves for examination in Subjects (*c*) to (*g*), until they have passed in Subjects (*a*) and (*b*).*

1188. For the examination of all ranks in Subjects (*a*) and (*b*), Boards will be assembled as required by General Officers Commanding. A Field Officer will be President, and two or more Field Officers or Captains who are qualified for field rank, members.

1189. These examinations will be conducted entirely by the Board, in strict accordance with the instructions contained in Appendix VII.

1191. The proceedings of the Board, accompanied by a certificate, written and signed by each Candidate, stating that he has not received or given any assistance during the examination, will be forwarded to the General Officer Commanding. In the examinations in Subjects (*a*) and (*b*), the Boards will forward the written questions and answers, and state their opinion whether the Candidate is qualified or not.

1192. The General Officer Commanding will deal with the proceedings of the Boards as follows:—

(i). In the case of Quartermasters and Riding-masters examined for a commission as Lieutenant; and of Warrant Officers and Non-Commissioned Officers selected for promotion to Second-Lieutenants; the proceedings, together with the written questions and answers, will be transmitted for confirmation to the War Office, the General Officer Commanding expressing his concurrence or otherwise, in the opinion of the Board.

(ii). In the case of Second-Lieutenants, Lieutenants, and Captains examined in Subjects (*a*) and (*b*), the General Officer Commanding, after satisfying himself that the examination has been conducted in accordance with the Regulations, will himself confirm or disapprove the proceedings.

---

*Nor will they be allowed to attend the half-yearly classes for Practical Instruction in Subject (*d*). Q.R., 1274.

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The names of Officers who have passed will be notified in the Orders of his Command, and such notification will be the authority for the return of an Officer as qualified in Subjects (*a*) and (*b*). Each Officer will be furnished by his Commanding Officer with a certified copy of this notification.

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APPENDIX VII.

(*a*) REGIMENTAL DUTIES.

The examination under this head will be vivâ voce and by written questions set by the Board.

Books recommended:—The "Queen's Regulations," with latest amendments; Army Books and Forms in use; "Regulations and Instructions for Encampments and Cantonments."

Warrant and Non-Commissioned Officers on selection for Commissions as Second-Lieutenants.

Second-Lieutenants, Quartermasters, and Ridingmasters, before promotion to Lieutenant.

1. *Discipline—*
   General instructions.
   Administration of discipline.
   Courts of Inquiry.
   Deserters.
   Disposal of prisoners.
2. *Duties—*
   Roster of duties.
   Duties, in garrison and in the field.
   Honours and Guards. Guards and Sentries. Military funerals.
   Duties in aid of civil power.
3. *Interior Economy—*
   Officers.
   Non-Commissioned Officers.
   Of a Squadron, Battery, or Company. System of keeping books, accounts, and returns.
   System of payment, messing, and supply of necessaries.

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Pay of Non-Commissioned Ranks of the Corps to which the Officer belongs.

Transfer and discharge of soldiers.

4. *Miscellaneous*—

The method of supplying troops with food, forage, ammunition, and stores, in quarters and in the field.

Movement of troops by land and sea.

Detail of carrying arms, ammunition, and equipment; and in the Cavalry, the detail of saddlery, the mode of fitting the saddle and bridle (to be tested practically).

Captains, before promotion to Major.

The same as for Lieutenant, with the addition of:—

1. *Discipline*—

Management of Provost Prisons.

2. *Duties*—

Of Regimental Officers with Corps, under every circumstance, in garrison or in the field, by land and sea.

Knowledge of garrison duties.

3. *Interior Economy*—

Of a regiment, system of keeping regimental books, accounts, records, and returns, and orderly-room work generally. Army Forms in use.

4. *Miscellaneous*—

"Regulations and Instructions for Encampments and Cantonments."

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INSTRUCTIONS FOR THE GUIDANCE OF BOARDS.

In conducting the examination in Subjects (*a*) and (*b*), Boards will strictly observe the following instructions:—

2. The written questions should be of a general and comprehensive character, and should not be less than 40 in number; at least 20 in (*a*) and 20 in (*b*). The questions, if not printed, are to be written on half margin, and the replies inserted opposite them in the Candidate's handwriting. The Board will correct, in red ink, any replies which are erroneous.
3. To each written question or practical test, the Board will allow a numerical value, and they will credit each answer with full or a less number of marks according to its nature.
4. The Board will state on A.F. A 2, whether they consider the Candidate is qualified for promotion. A Candidate will not be reported as qualified unless he has gained one-half of the total number of marks allotted to the questions and the practical tests under each subject; that is, unless the decimal gained amounts to ·5 in (*a*), ·5 in the written portion of (*b*), and ·5 in the practical tests of (*b*).
5. Very bad writing will be a sufficient reason to require the re-examination of an Officer.

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PART I.

WARRANT AND NON-COMMISSIONED OFFICERS ON SELECTION FOR COMMISSIONS AS SECOND LIEUTENANTS.

SECOND LIEUTENANTS, QUARTERMASTERS, AND RIDING MASTERS BEFORE PROMOTION TO LIEUTENANT.

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CHAPTER I.

DISCIPLINE.

SECTION I.—GENERAL INSTRUCTIONS.

Every effort is to be made to prevent crime and to suppress its screened existence. Admonition is to be tried for first offences, not of an aggravated nature, and punishment should only be resorted to when admonition has failed to have effect. **Q.R., 407.**

Officers, Warrant Officers, and Non-Commissioned Officers are to adopt towards their subordinates such treatment as will not only ensure respect for authority, but also foster feelings of self-respect. Non-Commissioned Officers are not to be reproved in the presence of privates, unless it is necessary for the sake of example that the reproof be public. Non-Commissioned Officers above the rank of corporal are not to be tried by a Regimental Court-Martial without the sanction of the General Officer Commanding the District.

Q.R., 408, 410, 411.

Officers are always responsible for the maintenance of discipline; and it is their duty to repress and report any negligence or impropriety, whether the offenders do or do not belong to their regiment or company. The propriety of civility towards all classes of society, and especially respect for the civil authorities, is to be impressed on all ranks. On any unit arriving at a new station, the Commanding Officer will cause a public proclamation to be made that if the inhabitants allow the soldiers to contract debts with them, they will do so at their own risk. This is called "crying down credit."

Q.R., 412, 414.

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All discussions among Officers or soldiers for the purpose of conveying praise or censure towards their superiors or others in the Service, are forbidden, as are also laudatory orders, on Officers quitting a station or appointment, and all testimonials in any shape to superiors. Officers making any application to the War Office are not to forward testimonials as to character, etc., but if they wish the opinions of their superiors brought to notice, they will submit the names of these Officers, so that, if necessary, they may be referred to. **Q.R., 415, 416.**

When an Officer's character has been impugned, he must submit the case to his Commanding Officer for investigation. If an Officer becomes bankrupt, the matter will be reported to the Commander-in-Chief for decision as to whether he can be permitted to retain his commission. **Q.R., 417, 418.**

Officers may not become directors of any public company without leave from the War Office, and soldiers may not act as agents for any firm or tradesman. All ranks are forbidden to take part in any political meetings near their quarters, and may never attend such meetings in uniform. They are also forbidden to publish in the press any information without due authority, or to attempt to pre-judge questions under investigation by publishing their opinions. All gambling in quarters is forbidden.

Q.R., 419, 420, 423, 428.

The expression "Commanding Officer" used in the Sections of the Army Act relating to *Courts-Martial*, *Execution of Sentences*, and the *Power of Commanding Officer*, and in the Rules of Procedure, means the Officer whose duty it is, under the Regulations or custom of the Service, to deal with a charge against any person. For the purpose of the summary award of fines for drunkenness, it also means the Officer Commanding a squadron, battery, or company. In other parts of the Act the meaning is not thus limited, and includes any superior Officer. **R.P., 129.**

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Sections 4 to 44 of the Army Act, and a notice of the penalty for inciting troops to mutiny, are to be read at the head of every corps once in three months. **Q.R., 429.**

QUESTIONS.

1. What are the general instructions in the Queen's Regulations as regards the prevention of crime, and the responsibility of all Officers for the maintenance of discipline?
2. In reproving Non-Commissioned Officers, what should an Officer avoid doing, and why?
3. Write about a dozen lines briefly explaining your conception of what constitutes true discipline, and the best means of maintaining it.
4. Define the term "Commanding Officer."
5. Explain the term "Crying down credit."

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Section II.—ADMINISTRATION OF DISCIPLINE.

(1). Arrest and Military Custody.

When a person subject to military law commits an offence, he may be taken into military custody.

Military custody means, in the case of an Officer, Warrant Officer, or Non-Commissioned Officer, usually arrest, but, if necessary, any of them may be placed under charge of a guard, picquet, provost marshal, etc.; in the case of a private soldier it means either making him a prisoner at large or putting him in confinement under charge of a guard, picquet, provost marshal, etc.

Q.R., 433.

Arrest is either close or open; when not specified, it means close arrest. An Officer under close arrest is not to leave his quarters except to take such exercise under supervision as may be deemed necessary by the Medical Officer. When in open arrest, he may take exercise within defined limits as to time and place, or may be directed to proceed from one station to another. He is, however, forbidden to appear at any mess or public place of amusement or assembly, and must always be dressed in uniform, but without his sash, sword, belt, or spurs. **Q.R., 434, 435.**

An Officer may be placed under arrest by competent authority without a previous investigation, should the nature of the offence require it; but ordinarily a Commanding Officer, on receiving a complaint about an Officer, will not place him under arrest until he has inquired into the matter, and is satisfied that it will be necessary to proceed with the case. When an Officer is placed under arrest, the case is to be reported at once to the General Officer Commanding the District.

Q.R., 437.

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Except when an Officer has been put under arrest in error, he should not be released without the sanction of the highest authority to whom the case has been reported. No Officer can demand a Court-Martial, or can persist in considering himself under arrest after he has been released. If an Officer thinks himself aggrieved, he can seek redress through the proper channel, as prescribed in Sec. 42 of the Army Act. **Q.R., 436, 438.**

The rules as to the arrest of Officers also apply to Warrant and Non-Commissioned Officers, who, if charged with a serious offence, will be placed under arrest forthwith; but if the offence is not serious, it can be investigated without previous arrest. **Q.R., 439.**

When private soldiers are placed in confinement, they are usually placed in—

(1) The Prisoners' Room attached to the Guard-Room;

(2) The Guard-Room Cells attached to the Guard-Room for the separate detention of prisoners.

The keys of these rooms are kept in the possession of the Commander of the Guard, who is responsible that all prisoners are searched on being confined, and deprived of knives or other weapons. Soldiers confined for drunkenness may be deprived of their boots, except in cold weather; they are to be visited every two hours by a Non-Commissioned Officer, and if any signs of illness be observed, a Medical Officer must be sent for at once. Men suspected of being drunk are not to be put through any drill for the purpose of testing their condition. **Q.R., 441, 442, 446.**

A private soldier charged with a serious offence is to be made a prisoner at once; and the Non-Commissioned Officer who orders him to be confined is to do so without altercation, and will avoid coming into personal contact with the man, but will obtain the assistance of one or more privates to escort him to the Guard-Room. Except in cases of personal violence or on detached duties, lance-corporals and acting-bombardiers of less

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than four years' service will not confine men without reference to the orderly serjeant. **Q.R., 443, 445.**

Prisoners in confinement for trial by Court-Martial will be allowed their bedding till the promulgation of their sentence; those awaiting disposal will be allowed their bedding after two days' detention. Care must be taken that they take sufficient exercise to preserve their health. An offender in arrest or confinement is not to be required to perform any duty beyond handing over cash, stores, or accounts for which he is responsible; and he is not to bear arms except by order of his Commanding Officer, in an emergency or on the line of march. If, however, he has been ordered to perform any duty, he is not thereby absolved from liability for his offence. **Q.R., 448, 450.**

In case of minor offences, the investigation of the charge may be held without the man being confined. A soldier, against whom a charge for a minor offence is pending, will not quit barracks until his case has been disposed of; he will attend all parades, but will not be detailed for duty. **Q.R., 443.**

When an Officer or Non-Commissioned Officer confines a soldier, he must give the Commander of the Guard, either at the time, or within 24 hours, an account in writing, signed by himself, showing the crime with which the prisoner is charged. If this "crime" is not received within 24 hours, the Commander of the Guard will take steps for procuring it, or report that he has not received it, to the Officer to whom his Guard Report is furnished, who, if the "crime" is not forthcoming, will, at the expiration of 48 hours, order the prisoner's release. The Commander of the Guard must enter in his Guard Report, the name and offence of every prisoner who has been in his custody, together with the rank and name of the person by whom he is charged; and the original "crime" is forwarded to the prisoner's Commanding Officer. **Q.R., 431.**

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(II). Investigation of Charges.

All charges will first be investigated by the Officer Commanding the prisoner's company, who will, except in the case of a Non-Commissioned Officer, decide whether it is a minor offence that he can deal with. If he does so deal with it, he enters his award on the "crime," and sends it into the orderly-room to be entered in the Minor Offence Report. All charges not so disposed of will be investigated by the Commanding Officer. **Q.R., 452.**

All charges must be investigated by the Commanding Officer within 48 hours of the offence being reported to him, exclusive of Sundays, Good Friday, and Christmas Day. If for any reason this cannot be done, a report must be made to superior authority. Similarly, whenever a man is kept in confinement more than eight days, without having his case disposed of or a Court-Martial ordered to assemble for his trial, except on active service, a special report of the necessity must be made by the Commanding Officer to superior authority.

A. Act, s. 45 (1); R.P., 2.

The investigation of offences takes place, when practicable, in the morning, before the hour of Commanding Officer's parade. The prisoner is marched in under escort, without his cap; the charge against him is read out, and the witnesses against him give their evidence; the Commanding Officer will then ask the prisoner what he has to say in his defence, and hear any witnesses he may wish to call. This evidence is not given on oath, unless the prisoner demands it, which he has the right to do whenever the Commanding Officer can give him more than seven days' imprisonment. He may now give evidence himself. The Officer Commanding the man's company will produce his company defaulter sheet, and the Commanding Officer will determine as to how he will dispose of the case. He will dismiss the charge if he thinks the evidence does not disclose an offence, or if he thinks the charge ought not to be proceeded with (*e.g.*, if for some trivial offence).

A. Act, s. 46 (6); R.P., 3 (A); Q.R., 449, 452, 455.

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If he thinks it should be proceeded with, he may—

(1) Dispose of the case summarily;
(2) Refer it to the proper superior authority;
(3) Adjourn the case to have the evidence reduced to writing. **R.P., 4 (B).**

In the last case, after the summary of evidence has been taken, it will be considered by the Commanding Officer, who may then—

(1) Remand the prisoner for trial by Court-Martial;
(2) Refer the case to the proper superior authority;
(3) If he thinks fit, and the prisoner has not claimed a Court-Martial, re-hear the case and dispose of it summarily. **R.P., 5 (A).**

The award of the Commanding Officer is entered by him in the Guard Report, and those of Officers Commanding companies (with any remissions the Commanding Officer thinks fit to make) in the Minor Offence Report, which is attached to the Guard Report. Both these documents are signed by the Commanding Officer and preserved to be laid before the General at the next annual inspection. If a prisoner is remanded for further inquiry, his case must be brought under review daily till disposed of. **Q.R., 452, 453.**

There is nothing in the Army Act which prevents a Commanding Officer dealing summarily with any offence, and, indeed, he must so deal with the offence of simple drunkenness committed by a private soldier, unless the man has four previous cases of drunkenness in the last twelve months; but the Queen's Regulations, para. 454, lay down that a Commanding Officer is only to deal with offences against certain sections of the Act therein enumerated, and that charges for all other offences must be referred to superior authority.

A. Act, s. 46 (3); Q.R., 454.

(III). Summary and Minor Punishments.

A Commanding Officer dealing with a case summarily may award a private soldier either a summary punish-

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ment or a minor punishment; but before awarding a summary punishment he must first ask the man whether he wishes to be tried by a District Court-Martial instead of submitting to a summary award.

The summary punishments which a Commanding Officer can inflict are—

(i) Imprisonment, with or without hard labour, up to fourteen days, or, in the case of absence, exceeding seven days, imprisonment for each day of absence not exceeding twenty-one days. Imprisonment up to seven days will be awarded in hours, and will begin to count from the time the man goes to cells, unless he does not go to cells before the following day, in which case it begins to count on that day at the usual hour for the commitment of prisoners. Imprisonment exceeding seven days will be awarded in days, and begins to count from the day of award. **Q.R., 460 (i); R.P., 6 (A).**

A man undergoing imprisonment may, for a fresh offence, be awarded a further sentence of imprisonment, which begins to count from the day of award, provided that he cannot be imprisoned for more than fourteen consecutive days. **Q.R., 461 (5).**

(ii) Fines for drunkenness not exceeding 10s., according to scale. This award is compulsory, except when the unpaid fines amount to 20s.

The scale of fines is as follows:—

For the first two offences, no fine;

For the third and every subsequent offence—

If within three months of the last offence, 7s. 6d.;

If over three and within six months, 5s.;

If over six and within nine months, 2s. 6d.;

If over nine months, no fine.

When a man is liable to a fine, and has had four previous cases within the last twelve months, the fine will be increased by 2s. 6d.

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An offence of absence marked with the letter D, counts after the first two cases of drunkenness as equivalent to an act of drunkenness in computing the fine; but not for liability to trial by Court-Martial. The period during which a man is absent from duty through imprisonment or absence without leave is not counted in the time since the last case of drunkenness. **Q.R., 460 (ii.), 477, 478.**

When a man has been absent, the Commanding Officer will decide, from the man's character and the attendant circumstances, whether the absence was to evade the consequences of returning drunk, and, if he so decides, the decision is to be marked with the letter D in the guard report, and the man's defaulter sheets in the column headed "Cases of drunkenness." **Q.R., 474.**

In dealing with cases of drunkenness unconnected with another offence, C.B. should only be added to the fine when the circumstances are such as to increase its gravity. Imprisonment should never be given for drunkenness unless the man is liable to trial or his unpaid fines amount to 20s. **Q.R., 478.**

When a man commits the offence of simple drunkenness, for which he is not liable to trial, together with a more serious offence, for which he is to be tried, in order to preserve a record of the offence of drunkenness, an entry will be made by the Commanding Officer, imposing a fine, if the man is liable to a fine, or if he be not, by making a note in the punishment column, "no punishment; awaiting trial on another charge." If an entry of the Court-Martial is afterwards made, these two entries are bracketed together, and count as one entry. **Q.R., 476.**

Aggravated drunkenness is drunkenness on duty (which includes parade), or after having

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been warned for duty, or when required for duty in the ordinary course, or drunkenness on the line of march, which includes the whole period between the date of departure and date of arrival at the final destination.

A. Act, s. 44 (7); Q.R., 475.

(iii.) Any deduction from ordinary pay authorised by Sec. 138 (4), (6) of the Army Act. This may be the amount required to make good any loss, damage, or destruction caused by his offence. In recovering stoppages from a man's pay, he must always be left a residue of one penny a day. **Q.R., 460 (iv.); A. Act, s. 133 (*a*).**

The minor punishments which a Commanding Officer can inflict are—

(ii.) Confinement to barracks for any period not exceeding twenty-eight days.

Confinement to barracks commences from the day of award (unless it is combined with a sentence of imprisonment, or is awarded to a man already a defaulter), and the first day of the punishment ends at midnight that day.

During the time a man is a defaulter he cannot quit barracks except on duty; he will attend all parades and take all his ordinary duties, and in addition, extra fatigues as much as possible to relieve the well-conducted men. If these extra fatigues do not keep him fully employed, he may be ordered punishment drill during the first fourteen days of his C.B. Punishment drill consists of marching in quick time, in marching order, for not more than two hours a day in mounted corps, or four hours in dismounted corps. It is not to be carried on after retreat, except with the sanction of the General Officer Commanding under exceptional circumstances. When troops are in billets, the defaulters are to be marched out along a road for the prescribed period. Defaulters are to answer their names at roll-call, at uncertain

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hours during the day, and every half-hour between retreat and tattoo. They are only allowed to enter the canteen during one hour of the day, usually in the evening. They are not required to make up any portion of their punishment which they have missed by being in hospital, or in prison, or on duty.

A man who is already a defaulter may be given a further award of C.B., to commence at the termination of the previous sentence provided that the total award does not exceed fifty-six days. **Q.R., 460 (v.), 461 (5), (6), 462, 463.**

(ii.) Extra guards and picquets; only awarded for irregularities when on, or parading for, these duties. **Q.R., 460 (vi.)**

Any of the above punishments can be combined, subject to the following restrictions:—

(1). When imprisonment exceeding seven days is given, no minor punishment can be added;

(2). A single award of imprisonment and C.B. must not exceed twenty-eight days in all;

(3). The C.B. will take effect on the termination of the imprisonment. **Q.R., 461.**

A private soldier may be admonished, but is not to be reprimanded. **Q.R., 464.**

In the case of absence, a Commanding Officer will make no award of forfeiture of pay, as the pay is forfeited by Royal Warrant for every day of absence, but he will inform the man of the number of days' pay forfeited, which will be noted in the column of remarks. The man has the right to claim a Court-Martial if he denies the absence. This rule as to forfeiture applies to all Warrant and Non-Commissioned Officers. **A.O.,** $\frac{199}{99}$

In dealing with Non-Commissioned Officers, including acting Non-Commissioned Officers, the Commanding Officer cannot award any summary or minor punishment, but they may be—

(i.) Admonished;

(ii.) Reprimanded;

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(iii.) Severely Reprimanded;
(iv.) Ordered to revert to their permanent grade, if an acting or lance Non-Commissioned Officer.
(v.) Removed from any appointment.
If the soldier's permanent rank is above that of corporal, and he is not qualified for the duties of his permanent rank, the Commanding Officer, before removing him from his appointment, will refer the case to Headquarters, with a view to his reduction by the Commander-in-Chief. **Q.R., 464, 756.**

When a Non-Commissioned Officer is convicted by the Civil Power, the case is to be reported to the General Officer Commanding, to decide whether he will recommend his reduction by the Commander-in-Chief. **Q.R., 470.**

Officers commanding companies, etc., may award private soldiers punishment not exceeding seven days' C.B. and the regulated fines for drunkenness. In the case of Officers of less than three years' service, the Commanding Officer may limit their powers to three days' C.B. Such awards are subject to any remission the Commanding Officer may order, but cannot be increased. **Q.R., 466.**

The Officer Commanding a detachment has the same powers as the Officer Commanding a Corps; but if he is under the rank of substantive Major he may be restricted in these powers either by the Officer Commanding the corps or garrison, or other superior authority. If, however, necessity arise, he may, notwithstanding this restriction, act to the full extent of the powers of a Commanding Officer, sending an immediate report of his action to the Officer who had restricted his powers. **Q.,R. 426.**

A Commanding Officer cannot alter the record in the defaulter books after a punishment has been completed. If the General Officer Commanding considers any punishment excessive, he may direct either that it be cancelled and the record expunged, or that the punishment be reduced. **Q.R., 471.**

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QUESTIONS.

1. What instructions are laid down in the Queen's Regulations as to the course to be pursued by a Non-Commissioned Officer who is about to order a soldier to be taken to the guard-room?
2. State briefly the regulations in connection with the account of a prisoner's offence, commonly called "the crime."
3. A prisoner is confined in the guard-room by order of an Officer; an hour later the Officer sends an order for the prisoner to be released. Is the Commander of the Guard justified in complying with this order? Give your reasons.
4. With reference to the arrest of an Officer, state the regulations as to—
   (1) The person who should order the arrest;
   (2) The report to be made when the arrest is ordered;
   (3) Releasing an Officer from arrest.
5. An offender in arrest or confinement is not to bear arms or do duty. What are the exceptions to this general rule?
6. Explain the difference between close arrest and open arrest. State the regulations as to reporting the arrest of an Officer.
7. Specify the duties of the Commander of the Guard in respect of reporting to higher authority that a prisoner has been placed in his custody.
8. Describe what takes place in the orderly-room when the Commanding Officer investigates an offence committed by a private soldier, and summarily disposes of it by an award of imprisonment.
9. Explain fully the power possessed by a Commanding Officer to award imprisonment for offences of absence without leave and drunkenness.
10. How are "minor offences" usually dealt with in respect of—(1) the custody of the offender, (2) the investigation and disposal of the offence, (3) the record of the punishment?
11. Write out the scale of fines for drunkenness.

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12. What powers of punishment may usually be exercised by (1) Officers commanding detachments, (2) Officers commanding companies?
13. Enumerate the various punishments that can be summarily awarded to a soldier by the Commanding Officer of the corps.
14. What restrictions are laid upon certain Non-Commissioned Officers relative to exercising the power of confining soldiers?
15. What are the duties and powers of Officers commanding companies relative to (a) investigating offences committed by soldiers; (b) summarily punishing soldiers on their own authority? In what manner do their dealings in these respects come under the supervision of the Commanding Officer?
16. A soldier is awarded ten days' confinement to barracks. Explain in full detail the effect of this punishment.
17. State the regulations as to dealing with the offence of simple drunkenness, when it is combined with a more serious offence, for which a soldier is sent for trial by Court-Martial.
18. Explain when the Commanding Officer might, in addition to a fine, award—
    (*a*) Confinement to barracks;
    (*b*) Imprisonment
    for acts of drunkenness unaccompanied by any other offence.
19. A serjeant and a lance-corporal of a certain corps have been convicted and punished by a Civil Court for an offence; what further steps should be taken for determining whether these Non-Commissioned Officers should continue to hold their present positions, and with whom would the decision rest in each case?
20. Define "aggravated drunkenness," and point out the circumstances under which a soldier could be tried for an offence of drunkenness which is not "aggravated."

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21. Enumerate the summary and minor punishments that can be awarded to a private soldier by his Commanding Officer.
22. A Commanding Officer, in recording a summary punishment for absence without leave, marks the entry with the letter D. What is the effect of this? Under what circumstances may imprisonment be awarded for the offence of drunkenness?
23. Explain fully the power of a Commanding Officer to award imprisonment.
24. The following instances of drunkenness are recorded against a soldier. State the fines (if any) which should be awarded in each case:—
    5th April, 1897 (3rd case. Last case 1st January, 1897);
    1st July, 1897;
    10th October, 1897;
    5th December, 1897;
    1st December, 1898.
25. Describe the different ways in which a Commanding Officer can deal with offences committed by Non-Commissioned Officers in his own corps.
26. In respect of the investigation of a charge by a Commanding Officer, state the regulations as to (1) the witness giving evidence on oath, and (2) the prisoner claiming trial by Court-Martial.
27. How would a Commanding Officer deal with the following cases:—(1) a canteen serjeant is found unfitted for his post; (2) a serjeant is convicted of an assault on the police by the Civil Power.
28. A Commanding Officer adjourns the investigation of an offence for the purpose of having the evidence taken down in writing. Assuming that this is done, what several courses are open to him?
29. State the regulations affecting the award of confinement to barracks, and combined awards of imprisonment and confinement to barracks.
30. When is imprisonment awarded in hours, and when in days?

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Section III.—COURTS OF INQUIRY.

A court of inquiry may be assembled by any Officer in command to assist him in arriving at a correct conclusion on any subject, and may be required to give an opinion on any point not involving the conduct of any Officer or soldier. It may consist of any number of members, but three will usually be enough, the senior either being appointed president by name, or acting as such by virtue of his seniority. **Q.R., 537, 538.**

Committees and boards differ from courts of inquiry only in so far that the objects for which they are assembled should not involve any point of discipline.

Q.R., 545.

A court of inquiry on the illegal absence of a soldier is, by Section 72 of the Army Act, to be assembled as soon as a man has been absent 21 days, and take evidence on oath as to his absence, and the deficiency (if any) in his kit, etc.; and makes a declaration in accordance with the evidence. This declaration, on being confirmed by the Commanding Officer, is copied on to a special Army Form, and is put away with the man's documents; and is equivalent to a conviction of desertion if he does not return. This is the only court of inquiry which can take evidence on oath.

A. Act, s. 72; R.P., 125; Q.R., 542, 2164.

A court of inquiry is to be assembled whenever a soldier is injured, either on or off duty, to investigate the circumstances thereof. The court gives no opinion; but the Commanding Officer records his opinion on the evidence. The proceedings are then confirmed by the General Officer Commanding, who notes any remission of hospital stoppages he may make. The Medical Officer notes in the man's Medical History Sheet that the court has been held; and the Proceedings are attached to the man's original Attestation Paper.

Q.R., 543.

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A court of inquiry is to be held as soon as possible after the return of any Officer or soldier who has been taken prisoner of war. Before commencing, each member makes a "declaration on honour." The court records an opinion as to whether the Officer or soldier was taken prisoner by the chances of war, or through his own neglect or misconduct. The Proceedings are sent to the War Office. **Q.R., 544.**

A court of inquiry is also held whenever public stores, equipment, etc., are lost, stolen, damaged, or found to be deficient, or in case of structural damage by fire or otherwise to any building, if the loss or cost of structural repairs exceeds £10. **Q.R., 539.**

QUESTIONS.

1. With regard to the court of inquiry on the illegal absence of a soldier, state the regulations as to—(1) its assembly, (2) constitution, (3) method of taking evidence, (4) record of proceedings.

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Section IV.—DESERTERS.

In order to facilitate the apprehension of deserters and absentees, Commanding Officers are to send a descriptive return of such men to the Editor of the "*Police Gazette*" within 24 hours, if there is reason to suppose an absentee has deserted, and in all cases within five days. Duplicates of this report are also sent to the police of the locality, where the offence has occurred, and of the place where it is supposed he may have gone to, and to the Officers Commanding the various recruiting areas in the neighbourhood.

Q.R., 548, 549.

When a deserter surrenders to a portion of his own corps, and evidence of his identity is forthcoming, he may be taken into military custody; a man in uniform, similarly surrendering, may be taken into military custody if there is reason for supposing his confession to be true, pending inquiry. In no other case is a man not serving to be taken into military custody until he has been duly committed by a magistrate.

Q.R., 550.

Abroad, when a man confesses desertion, and evidence of the truth of his confession is not available, the General Officer Commanding may (1) order him to serve as a soldier till evidence can be obtained, (2) send him to his corps as a prisoner, (3) if it is undesirable to retain him as a soldier, furnish him with a protecting certificate and discharge him from custody. **Q.R., 552.**

When a man has surrendered to, or been apprehended by, the Civil Power as a deserter, the magistrate remands him and sends a notification to the Adjutant-General, who forwards it to the man's corps. (In certain cases the notification is sent direct to the Commanding Officer by the magistrate.) If the prisoner appears to be a deserter, the Commanding Officer sends

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an escort for him (including, if possible, someone able to identify him), who take with them a deserter route or order for the prisoner's removal, which is handed to the Governor or other Chief Officer of the prison as the authority for giving him up. If the witness with the escort fails to identify the prisoner, they will not take him over, but will report the fact to the police, with a view to his being proceeded against for making a false confession of desertion.

A. Act, s. 154 (5); Q.R., 566, 571.

When a soldier who is serving confesses that he has deserted or fraudulently enlisted, he should be required to sign a confession before his Commanding Officer.

Q.R., 573.

Whenever, by reason of his own confession or otherwise, it is discovered that a soldier has improperly enlisted, the Commanding Officer fills in, on A.F. B 123, particulars of his present service, and forwards the form for completion to the proper authority, as laid down in Queen's Regulations, para. 554, who has it completed and returned. He is then dealt with according to what branch of the Service he belonged to when he improperly enlisted. **Q.R., 554.**

If he was a soldier of the regular forces, his offence is fraudulent enlistment, and he is usually held to serve in his new corps; if he belonged to the Navy or Army Reserve, the offence is false answer on attestation, and in the former case he will be retained in his present corps unless claimed by the Admiralty, and in the latter case will be relegated to the Reserve. **Q.R., 555.**

If the offence took place more than three years ago, he cannot be tried for false answer, and if he has served in an exemplary manner for three years, he cannot be tried for fraudulent enlistment. **A. Act, s. 161.**

If he is being dealt with for false answer, he should be tried by Court-Martial, if it is intended to retain him in the Service; by the Civil Power if he is to be discharged (provided the offence occurred within six months). **Q.R., 557.**

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When a man, liable to trial, has signed a confession of desertion or fraudulent enlistment, any of the competent military authorities named in Army Act, s. 73 (usually the General Officer Commanding the District) may dispense with the man's trial, and may make any order as to the forfeitures he is to incur. Unless the order makes any exceptions, the man will suffer the same forfeitures of service, pay, etc., as if he had been convicted of the offence by Court-Martial. An entry of the order is made in the man's Court-Martial and defaulter sheets.

Q.R., 572, 574, 576.

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Section V.—DISPOSAL OF PRISONERS.

The duties and powers of the several authorities in connection with the commitment, discharge, etc., of military prisoners are laid down in the Army Act, and the various forms required are given as an appendix to the Rules of Procedure. **Q.R., 580.**

A "military convict" is a soldier sentenced to penal servitude, and he undergoes his punishment in some civil convict prison, in the United Kingdom, under the Home Secretary.

A "military prisoner" is a soldier sentenced to imprisonment, and undergoes his punishment either in a public prison or a military prison. He is committed to a public prison when convicted of offences against Army Act, s. 17 or 18 (4), (5), or similar offences under s. 41, or when sentenced to discharge with ignominy; in other cases he is committed to a military prison. **Q.R., 582, 586.**

All soldiers sentenced abroad to penal servitude or imprisonment exceeding one year must be sent home to undergo their sentence unless they belong to a class to which the Secretary of State has ordered that this rule is not to apply. The Channel Islands and the Isle of Man are deemed Colonies within this rule by the Army Act. **A. Act, s. 131 (2).**

When a soldier is committed to a military prison, his defaulter sheet and medical history sheet are sent with him; copies of these documents are sent when he is committed to a public prison. **Q.R., 595.**

Prisoners may be removed from prison to accompany their regiment or a draft abroad, or to appear before a Court-Martial or Civil Court either for trial or to give evidence. **Q.R., 598.**

Military prisons are appointed for the punishment of men sentenced to upwards of 42 days. Provost prisons are intended for men awarded imprisonment by their

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Commanding Officer or by sentence of Court-Martial not exceeding 42 days. Provost prisons include garrison and regimental cells. **Q.R., 627, 628.**

Prisoners are to be committed so as to arrive at civil prisons before 10 p.m. ; at military prisons before 6 p.m., and at provost prisons after the dinner hour and before dark (usually 2 p.m.). **Q.R., 617, 634.**

The tunic, one pair of trousers, and undress cap of each prisoner committed to provost prisons are to be sent with him for use on Sundays. **Q.R., 635.**

Prisoners are sent to prison under charge of an escort of one Non-Commissioned Officer and one private, or if there are more prisoners than one, the strength of the escort is usually half that of the prisoners. Escorts are responsible for the safe custody of their prisoners, and are provided with handcuffs for use, if necessary. Covered conveyances (ambulances of the A.S.C. if available) are to be used, and prisoners are never to be marched through the streets unless it is absolutely unavoidable. **Q.R., 618, 620, 621.**

Commanding Officers are to send a Non-Commissioned Officer to the prison or provost cells to receive over a prisoner on the expiration of his punishment, and conduct him back to his corps. It must be remembered that the man is no longer a prisoner. Soldiers released from prison will be confined to barracks for the remainder of the day, but are not to be detailed for any duty. Whenever an exceptional case occurs of a man being placed on duty on the day of his release, an immediate report is to be made to superior authority.

Q.R., 616, 622.

The rule for calculating the date on which a sentence will expire is as follows:—

(i). If awarded in hours, it expires when the man has been that number of hours in cells, unless he does not go to cells the day after the award, when it begins to count from 2 p.m. on that day.

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Thus 168 hours' imprisonment awarded 1st November will expire—

(*a*) If he goes to cells on the 1st, at 2 p.m. on the 8th.

(*b*) If he goes to cells on the 2nd, at 2 p.m. on the 9th.

(*c*) If he goes to cells on the 3rd (or any later date), at 2 p.m. on the 9th.

(ii). If awarded in days, it expires at midnight on the last day of the sentence, reckoning the day of award as the first day, no matter when the man actually goes to cells. The rule is the same whether the sentence is that of a Commanding Officer or a Court-Martial.

Thus 14 days' imprisonment awarded on 1st November will expire legally at midnight on the 14th (in practice, however, the man is released at 2 p.m.).

(iii). If awarded in calendar months, it expires on the day of the last month of the sentence preceding the corresponding day of the month in which the sentence commenced. It always commences from the date of award, no matter when the man actually goes to prison.

Thus nine calendar months awarded on—

(*a*) 31st August expires 30th May following year.

(*b*) 1st September expires 31st May following year.

(*c*) 29th May, 30th May, 31st May } expires last day of February following year, except in leap year, when the sentence awarded 29th May expires 28th February.

R.P., 6 (A) ; Q.R., 624.

QUESTIONS.

1. When a Commanding Officer summarily awards imprisonment, how should he express the period of its duration?

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2. Give the rules which determine when the period awarded shall be deemed to commence.
3. At 9 a.m. on the first of June the following awards are given by a Commanding Officer:—
   (1) 96 hours' Impt. H.L.
   (2) 10 days' Impt. H.L.
   (3) 21 days' C.B.

   State as exactly as possible the time when each of these punishments is completed.
4. At orderly-room at 9 a.m. on the 1st June, the following awards are made:—
   (1) 48 hours' Impt. H.L.
   (2) 168 hours' Impt. H.L. and 10 days' C.B.
   (3) 10 days' Impt. H.L.
   (4) 21 days' C.B.

   State the exact time at which each of these punishments will expire.
5. At orderly-room at 9 a.m., on the 1st June, the following summary awards are made:—
   (1) 48 hours' Impt. H.L.
   (2) 10 days' Impt. H.L.
   (3) 10 days' C.B.
   (4) 48 hours' Impt. H.L. and 10 days' C.B.

   On what date and hour do these punishments respectively terminate?

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CHAPTER II.

DUTIES.

Section I.—ROSTER OF DUTIES.

For all duties, whether under arms or not, and whether performed by corps or individuals, the roster is to commence from the senior downwards. As far as possible, however, men of the same troop, company, or section are to be detailed for duty together.

Duties are classified as follows :—

I. Guards.
II. Duties under arms—
  (i) Divisional;
  (ii) Brigade or garrison;
  (iii) Regimental.
III. Courts-Martial—
  (i) General;
  (ii) District;
  (iii) Regimental.
IV. Courts of Inquiry and Boards—
  (i) Divisional;
  (ii) Brigade;
  (iii) Regimental.
V. Working parties.
VI. Fatigues.

Q.R., 241, 242.

When an Officer's turn for more than one duty comes round, he will be detailed for that one which has precedence in the above list, and will receive an overslaugh for the other, unless it is one which can be performed

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consistently with the first. An Officer on duty is always to be detailed for any additional duties which he can so perform, whether it is his turn or not. Officers on duty are to attend parades, and perform all incidental duties which do not interfere with the performance of the special duties for which they have been detailed. An Officer detailed in orders for any duty is not to exchange with another without leave from the authority by whom he was so detailed. **Q.R., 243, 246.**

Colonels are not included in the Field Officers' roster, and Lieutenant-Colonels Commanding will, as a rule, also be exempted. All Majors and Brevet Field Officers are to do garrison duty as Field Officers; but will perform regimental duties as Captains. **Q.R., 249, 251.**

A corps, guard, picquet, or fatigue party is only entitled to count a tour of duty when it has actually been marched off the ground where it paraded. Attendance at a Court-Martial only counts if the Court has actually been sworn. **Q.R., 244, 245.**

QUESTION.

1. What is the correct course for an Officer to take, after he has been detailed in orders for a duty, if he wishes to exchange that duty with another Officer?

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Section II.—DUTIES IN GARRISON AND IN THE FIELD.

At home stations, the hour for beating or sounding the following calls is as under:—

Reveillé from 5 a.m. in summer to 7 a.m. in winter;
Retreat at sunset;
Tattoo (last post) at 10 p.m.

At stations abroad, the hours may be varied by General Officers Commanding to suit their commands.

The time is taken from the station gun or the guard named in orders.

On active service in the field—

Reveillé will be sounded at daybreak;
Tattoo at such an hour as may be ordered.

Q.R., 252.

Between tattoo and reveillé no call is to be sounded except "Lights out," quarter-of-an-hour after tattoo, and, if necessary, the "alarm" or fire alarm or other signal for the troops to turn out. On the "alarm" sounding, all troops will turn out under arms.

Q.R., 254.

In large garrisons, a Field Officer of the day is appointed. He comes on duty at guard mounting. He performs his duties mounted, unless otherwise ordered. He must not quit the garrison, or appear dressed otherwise than in uniform during his tour of duty. **Q.R., 255.**

In small garrisons, Captains do duty as Field Officers of the day in the same manner, except that they need not be mounted. When the garrison is a large one, a Captain may be detailed to assist the Field Officer, or two Field Officers may be detailed. **Q.R., 256.**

An Adjutant for the week and any regimental staff, including band and drums, required for garrison duty, are furnished by the regiments according to roster.

Q.R., 258.

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In every unit, a Captain of the day or week and a Subaltern of the day will be detailed to superintend regimental duties and interior economy. **Q.R., 257.**

The exact duties performed by these Officers vary in different regiments, but among the most usual for the Subaltern are—

To visit the men's breakfasts, dinners, and teas;
To superintend the issue of rations;
To visit the regimental guard by day and night, and see that all the sentries are alert and know their orders;
To inspect the picquet at retreat and tattoo, and take charge of it, if called out for fire or riot;
To visit the barrack-rooms, and see that the regulations as to arrangement, ventilation, and gas have been observed;
To visit the cook-house, the regimental institute, the regimental workshops;
To visit the prisoners in the guard-room and regimental cells (if any);
To dismiss the guards coming off duty, and see their ammunition returned to the magazine;
To attend Staff parade at tattoo, and ascertain the number of absentees;
To see all lights out quarter-of-an-hour later, except those authorised.

Q.R., 263, 270, 303, 649, 672, 699, 1002.

The Captain performs some of these duties during his tour of duty, according to regimental custom, in which case the Subaltern acts under his orders.

In the field similar arrangements for carrying out routine duties will be made according to circumstances; and the Brigade Major, or, in his absence, an orderly Adjutant, is always to be present in the lines of each Brigade. **R.E., s. 8.**

Among the duties classed as fatigues are the following:—Fire picquet; cleaning yards, guard-rooms, and hospitals; filling carts with coal; coal carrying for Staff and Departmental offices, or for guards; sweeping bar-

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rack squares; rolling roads; weeding; changing guard-room furniture; loading or unloading carts with stores for the garrison; and the maintenance of drill grounds, military roads, and of fences for cavalry, and rifle ranges. **Q.R., 295.**

QUESTIONS.

1. What are the duties of the Officer on duty who visits the barrack-rooms in the morning?
2. At what time of day does "reveillé" sound? What is it the signal for?
3. What are the orders regarding sounding bugle or trumpet calls between tattoo and reveillé?

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Section III.—HONOURS AND SALUTES.

The salutes given by troops on parade are as follows :—

(i) To the Queen—Royal salute, *i.e.*, colours and standards lowered, officers saluting, men presenting arms, bands playing the National Anthem through.

(ii) To members of the Royal Family.
To Foreign Sovereigns or Presidents of States in which we have an Ambassador.
To members of Foreign Royal Families.
To a Viceroy.
— The same as (i) except that only six bars of the National Anthem will be played, or, in the case of foreigners, their own National hymn, if possible.

(iii) To a Governor or Lieutenant-Governor opening or closing a Colonial Legislature. — The same as (ii).

(iv) To a Field Marshal—General salute as in (v) and regimental colours lowered.

(v) To a General or Inspecting Officer—General salute, *i.e.*, by mounted services, with swords drawn, officers saluting, bands playing a slow march ; by dismounted services, officers saluting, men presenting arms, colours flying, and bands playing a slow march. (When there are no bands, the trumpets or bugles sound the salute, or the drums beat a ruffle.)

Standards, guidons, and colours, if uncased, are always to be saluted with the highest honours. **Q.R., 45.**

Artillery salutes of guns, which are to be fired on various occasions, consist of a varying number of guns, according to the rank of the person saluted, as follows :—

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A Royal Salute	21	guns
The Commander-in-Chief ...	19	„
Field Marshals	17	„
Generals	15	„
Lieutenant-Generals	13	„
Major-Generals	11	„
Brigadier-Generals	9	„

Naval Officers and Diplomatic and other Civil Officers are accorded a corresponding number of guns according to their relative rank. **Q.R., 78.**

Whenever a Member of the Royal Family passes along the front of a camp to inspect it, the troops are to turn out, but not under arms, and fall in in front of the tents. **Q.R., 47.**

Armed parties on the march, before paying compliments, will be called to attention; infantry will slope arms, and the command "eyes right" (or left) be given; mounted services will carry swords; the Officer Commanding the party will draw his sword before giving the command.

An unarmed party will only get the command "eyes right" (or left), and the Officer will salute with his right hand. All ranks passing troops with uncased colours will salute the colours and the Commanding Officer, if senior; passing a funeral, they will salute the body; and on boarding any of Her Majesty's ships, will salute the quarter-deck. **Q.R., 52, 55, 59.**

Officers will salute their seniors before addressing them on duty or on parade. Cadets will salute all Officers in uniform, and those of their own College, whether in uniform or not. Warrant Officers, Non-Commissioned Officers, and men will salute all Officers whom they know to be such, whether they are dressed in uniform or not. Non-Commissioned Officers and men will address Warrant Officers in the same manner as they do Officers, but will not salute. **Q.R., 56, 57, 60, 61.**

Officers will return all salutes except when their swords are drawn. A salute made to more than one will be returned by the senior only. **Q.R., 56.**

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Officers of the Navy and Auxiliary Forces, and those of any Foreign Power in alliance with the Queen, are to be saluted according to their rank. **Q.R., 51, 58, 74.**

In a Civil Court, an Officer or soldier, unless on duty under arms, will remove his head-dress while the judge or magistrate is present. **Q.R., 62.**

Guards of honour are furnished according to the following regulations:—

A guard of honour of 100 men, with a Captain in command, with two Subalterns (one carrying the Queen's colour of infantry or the standard of cavalry), and the band will attend:—

(i) Upon the Queen or other Royal Persons, and Presidents of the Chief Republics;

(ii) At State ceremonies.

A guard of honour of similar strength, but with the regimental colour, will be furnished for Governors and Lieutenant-Governors, on such occasions as are usual within their Governments.

A guard of honour of 50 men with two Officers (one carrying the regimental colour) and band will be detailed—

(i) When a Foreign General or Flag Officer lands to visit the Civil Governor or Commanding Officer;

(ii) To receive distinguished persons other than those mentioned above;

(iii) When a General Officer Commanding abroad first takes up or finally quits his command;

(iv) When a Naval Commander-in-Chief of flag rank lands for the first time at any port within his command;

(v) When the Commander-in-Chief arrives or departs when inspecting a District.

Q.R., 64, 65; A.O. $\frac{148}{99}$

QUESTIONS.

1. What should a soldier do when he meets a battalion with uncased colours?

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2. In connection with salutes, what is an Officer in command of a party of soldiers instructed to do on the following occasions:—
   (*a*) When his party is armed and passes another armed party?
   (*b*) When his party is unarmed and is passing a guard?
3. Should Officers and men remove their head-dress in a civil court?

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Section IV.—GUARDS AND SENTRIES.

Young Officers are to be placed on guard with senior Officers as supernumeraries for instruction, and no Officer is to command a guard until he knows the duties of that position. **Q.R., 271.**

Guards mounted over the person of the Queen and Members of the Royal Family will pay no compliments except to Members of the Royal Family, and those mounted over Viceroys and Governors will pay no compliments to persons of lower degree. When such guards are visited by Officers on duty, they will turn out with shouldered arms. **Q.R., 66.**

Guards will turn out and present arms to General Officers in uniform and to Civil Governors.

Regimental guards will turn out and present arms once a day to their Regimental Commanding Officer irrespective of his Army rank.

No officer, unless dressed in uniform, is entitled to the compliment of a guard turning out, except Members of the Royal Family, the Lord Lieutenant of Ireland, or Governors or Lieutenant-Governors within their Governments.

When a person entitled to a salute passes in rear of a guard, the guard will fall in and stand with shouldered arms, but no drum or bugle will sound. **Q.R., 67, 70.**

Guards are at all times to get under arms when armed parties pass their post; to armed corps they will "present," to other armed parties they will stand with shouldered arms; they will not turn out to unarmed parties. **Q.R., 71.**

An "armed corps" means a regiment of cavalry, a battery of artillery with its guns, a brigade division of horse or field artillery without guns, two or more companies of garrison artillery, four or more companies

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of engineers, or a battalion of infantry, with or without colours.

Sentries will present arms to General and Field Officers, and to all armed parties; to other Officers and unarmed parties they will shoulder arms. Sentries mounted over a Royal Palace, or furnished from a Royal guard, will present only to Members of the Royal Family or to an armed corps; to Officers of all ranks they will stand with shouldered arms. Similarly, sentries furnished by guards over the residences of Viceroys or Governors, will not present to persons of inferior rank; and those mounted over the quarters of a General Officer will present arms to General Officers only. **Q.R., 72, 73.**

All guards and sentries are to pay compliments to Departmental Officers of the Army, and Officers of the Navy, Marines, Militia, Yeomanry, and Volunteers, according to rank. **Q.R., 74.**

No compliments are to be paid between retreat and reveillé, but as long as a sentry can distinguish an Officer, he will stand with shouldered arms while he passes. **Q.R., 71.**

Guards and picquets will mount daily at such hours as the General Officer Commanding may deem best suited to the climate and season; or, unless otherwise ordered, at 10 a.m. All guards and other armed parties are to be inspected by the Adjutant or some other Officer before going on duty. **Q.R., 259.**

Commanders of guards will make themselves acquainted with the orders for the guard and for those of each sentry's post. The orders for the guard are to be read to the men as soon as the guard has mounted. No article of clothing or accoutrements is to be taken off while on guard, but the wearing of the great-coat in the guard-room is optional. **Q.R., 260, 261.**

Commanders are to inspect each relief before going on sentry and on coming off, and they will visit their sentries at least twice by day and twice by night, to see that they are alert and acquainted with their orders,

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and will state in their reports the hours they went their rounds; they are never to quit their guards for any other purposes, and will inform the next in command of their intention; they will prevent the men from quitting the guard without leave, which is only to be sparingly granted. **Q.R., 262, 263, 268.**

Sentries will be relieved every two hours; but at night, in cold or inclement weather, they may be relieved every hour, at the discretion of the Commanding Officer. Regimental arrangements should be made for providing each man with hot coffee during the night. **Q.R., 266.**

All guards are to turn out at Retreat, Tattoo, and Reveillé, when the Commander will inspect them and see they are all present and correct.

They will also turn out whenever a fire breaks out, or an alarm is raised, near their post, and remain under arms till the fire is extinguished or alarm subsided, unless otherwise ordered. **Q.R., 264, 265.**

Patrols detached from a guard to aid the Civil Power or quell a disturbance are to be fully armed and provided with ammunition, and be under the command of an Officer. This does not apply to the ordinary picquets, who may be sent out with side arms only. Guards on dismounting are to be marched to their regimental parades and inspected by an Officer, who will see their ammunition withdrawn and handed into regimental store. **Q.R., 269, 270.**

All stores and furniture in a guard-room will be handed over from one guard to another, and the commander of the new guard is responsible for their correctness, and must note any deficiency or damage when taking over. **Q.R., 272.**

QUESTIONS.

1. What are the duties of a commander of a guard as regards—
   (*a*) Quitting his guard?
   (*b*) Taking off clothing or accoutrements?
2. What are the duties of a commander of a guard?

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Section V.—MILITARY FUNERALS.

Officers are not to be interred with military honours unless at the time of their death they were on full pay or in the exercise of some military office. No honours are to be paid officially at the funerals of any other officers or of retired soldiers of any rank. **Q.R., 100.**

Military funerals will be saluted and attended as follows :—

Rank.	Salute of Guns.	Rounds of Small Arms.	Troops to attend, with Officers.
Field Marshal	17	—	8 squadrons and 6 battalions.
General	15	—	6 ,, ,, 4 ,,
Lieut.-General	13	—	4 ,, ,, 3 ,,
Major-General	11	—	3 ,, ,, 2 ,,
Brigadier-General ..	9	—	2 ,, ,, 1 ,,
Colonel Commanding ..	—	3 in each case	His own regiment or detachments equivalent thereto.
Lieut.-Colonel	—		300 rank and file.
Major	—		200 rank and file.
Captain	—		His own company or 100 men.
Lieutenant, or 2nd Lieutenant	—		40 rank and file under a subaltern.
Warrant Officer	—		25 rank and file under a serjeant.
Serjeant	—		19 ,, ,, ,, ,,
Other ranks	—		13 ,, ,, ,, ,,

At the funeral of a General Officer, the above number of minute guns will be fired while the body is proceeding to the burial ground, and a salute of the same number of guns will be fired after the interment.

Q.R., 101, 102.

The pall is to be supported by eight Officers of equal rank with the deceased, but if there are not enough of that rank, the next in seniority will supply their places.

Q.R., 104.

In addition to the firing parties, the funeral of an Officer will be attended by the Officers, that of a War-

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rant Officer by the Warrant Officers, that of a serjeant by the serjeants, that of a corporal by the corporals of the corps to which he belonged. The funeral of a Non-Commissioned Officer or private will be attended by the squadron, battery, or company (Officers included) to which he belonged. The troops following the body march in inverse order of ranks, *i.e.*, juniors first. All Officers and Warrant Officers will wear mourning, *i.e.*, black crape, $3\frac{1}{4}$ inches wide round the left arm above the elbow. **Q.R., 106, 1964, 2022 (xii.).**

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Section VI.—DUTIES IN AID OF THE CIVIL POWER.

Except in cases of sudden and great emergency, troops are not to be taken out for the purpose of suppressing a riot or expected riot, or to aid the Civil Power, without a requisition in writing or by telegram of a Magistrate or Chief Constable.

The military authorities will fix the number, and will arrange for their despatch, and will inform the civil authorities of the time they will reach their destination; and the Officer Commanding the party will look to the civil authority to make arrangements for accommodation, food, etc., and to conduct the troops to the required place. **Q.R., 274, 275.**

The troops must march in regular military formation, with the usual precautions, and must be accompanied by a magistrate. The detachment will be told off into four sections, each under a Non-Commissioned Officer, if the total strength is not more than 20 files; if it exceeds that number, it will be told off into more than four sections. **Q.R., 278, 286.**

If the disturbance amounts to a riot, the magistrate should read the Proclamation under the Riot Act; but it is not necessary, in case of emergency, that this should be done before the troops can act. If the police are unable to cope with the disturbance, the magistrate will request the Commanding Officer "to take action." This request should be in writing, but not necessarily so. **Q.R., 279, 281.**

The Officer will then act according to his discretion. If he thinks immediate action unnecessary, he need not act at once; if he thinks it necessary to fire, he will give the order to do so. If he considers a small amount of fire will suffice, he will order only named files or sec-

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tions to fire; and all action will cease as soon as the Officer thinks further force unnecessary. Before firing, the mob should be warned that fire will be effective, if opened. Only the files or sections named are to fire, and only by order of their Officer. Fire must not be directed over the heads of the crowd, as that might only injure persons not engaged in the riot.

Q.R., 282, 285, 287, 290.

Whenever troops are thus called out, the Officer Commanding the District or Station is to report the fact to the War Office by telegraph, and if the party remains out more than one day, the Officer in command will send in a daily report to the War Office, and to the Officer Commanding the Station from which he has been sent out. **Q.R., 273.**

Commanding Officers are to afford assistance to the civil guard of convict prisons on the requisition of the Governor. Reports of such service are to be made to the War Office. **Q.R., 293.**

QUESTIONS.

1. What effect has the reading of the Proclamation contained in the Riot Act on the legal position of the rioters? Is it absolutely necessary that such Proclamation should have been read before forcible measures can be adopted?
2. A party, consisting of one Officer and 30 infantry soldiers, is ordered to proceed by road to aid the Civil Power. Give briefly the principal points in the Queen's Regulations which guide the Officer in carrying out this duty.

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CHAPTER III.

INTERIOR ECONOMY.

SECTION I.—OFFICERS.

The Commanding Officer of a corps is responsible to the Queen for the discipline and efficiency of the unit under his command; he is to endeavour to promote a good understanding and prevent disputes, and to discountenance any disposition in his officers to gamble or extravagance; he is to check practical joking, and whenever any serious case requires his interference, he is to record the manner in which it was disposed of; he is responsible for the proper application of all regimental funds, and will supervise the committees who have the management of them, and will see that the accounts are audited once a quarter by the three next senior Officers. **Q.R., 669, 674.**

Commanding Officers are also responsible for the theoretical and practical training of their Officers in their professional duties, and for their being qualified for promotion. They will, therefore, afford them every facility for acquiring the necessary knowledge, and will impartially bring to notice any who are distinguished for proficiency in their duties, and who have best instructed their men. **Q.R., 676, 677, 679.**

The Officer second-in-command will assist the Commanding Officer in the above instruction of the officers, and will, under the Commanding Officer, exercise a general superintendence over the regiment or battalion.

Q.R., 676, 681.

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Majors of cavalry and infantry, other than the second-in-command, will command a squadron or company, and perform all regimental duties as Captains. **Q.R., 683.**

The Officer Commanding a squadron or company is charged with the care of the equipment, ammunition, clothing, and public stores; he is responsible that the men's messes and necessaries are properly provided; for the cleanliness of the men, their clothing, arms, accoutrements, and quarters; for all money received on account of the squadron or company; for the investigation of all offences committed by his men, and for the disposal of all minor offences, and for the entry of all punishments in the squadron or company defaulter book, and for the safe custody of this book; for the fitting of boots; for the training of his men, especially in musketry; and for the correctness of all returns.

Q.R., 452, 683, 1058, 2012, 2190.

Every Officer who has been two years in the Service is expected to be fitted to command a squadron, battery, or company in any situation, and to know all about its interior economy and discipline. All Subalterns who have not passed for Captain are to attend the monthly settlement of the men's accounts. **Q.R., 685.**

Quartermasters are not to deal with the quality of supplies, but are only responsible for the gross quantity to be received, and the subsequent regimental distribution; they are not to perform any cash duties (except when recognised as sub-accountants by regulation); and they are not to be presidents of committees for the management of any regimental funds. **Q.R., 656, 659.**

All Officers entrusted with public money are to keep such record of their cash transactions as the regulations require, and will, as far as possible, make all cash payments themselves. No public stores are to be lent for any purpose not sanctioned by the Commanding Officer. **Q.R., 655.**

All Officers must acquaint themselves with any changes in regulations and orders, and with garrison

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or other orders issued for general information. Ignorance of published orders is never an excuse for their non-observance. **Q.R., 654.**

Officers are required to provide themselves with the latest editions of the following books, which have to be shown at the annual inspection:—

i. *All Officers*—
Queen's Regulations;
Manual of Military Law;
Regulations for Encampments;
The Field Service Manual of their Arm.

ii. *Cavalry Officers (in addition to* (i) *)*—
Cavalry Drill;
Musketry Regulations;
Rifle and Carbine Exercises.

iii. *Infantry Officers (in addition to* (i) *)*—
Infantry Drill;
Infantry Sword Exercise;
Musketry Regulations;
Rifle and Carbine Exercises.

iv. *Officers of other Arms (in addition to* (i) *)*—
The special books for their arm laid down in Queen's Regulations, para. 653.

Q.R., 653.

QUESTIONS.

1. What are the responsibilities of an Officer in command of a company or squadron?
2. What are the duties and responsibilities of the Commanding Officer of a corps?

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Section II.—NON-COMMISSIONED OFFICERS.

The order of precedence of all Warrant and Non-Commissioned Officers is laid down in Queen's Regulations, para. 38.

The only positions in a regiment of cavalry or battalion of infantry which carry warrant rank are the Serjeant-Major and the Bandmaster. Regimentally, the Serjeant-Major ranks senior to all other Warrant Officers belonging to the regiment or corps.

Similarly, the Quartermaster-Serjeant is the senior Non-Commissioned Officer in a regiment or battalion, and the Squadron or Battery Sergeant-Majors rank regimentally before all the Squadron or Battery Quartermaster-Serjeants. **Q.R.,38.**

Queen's Regulations, para. 744, gives a complete list of all the positions held by Non-Commissioned Officers and men which are *ranks;* all other positions are *appointments.*

The principal ranks are—

Quartermaster-Serjeant.
Squadron, or Battery Serjeant-Major.
Squadron, or Battery Quartermaster-Serjeant.
Colour-Serjeant.
Serjeant.
Corporal.
Bombardier.
Second Corporal.
Gunner, Driver, Sapper, or Private.

Q.R., 744.

The important difference between a *rank* and *appointment* is that the former is permanent, and a man can only be reduced to a lower rank by sentence of Court-Martial or by order of the Commander-in-Chief; whereas an appointment is temporary, and a man may

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be removed from his appointment by order of his Commanding Officer. But if his rank is higher than Corporal, and he is not in every way fitted to perform the duties of that rank, the Commanding Officer will not remove him from his appointment, without making an application to Headquarters to have him at the same time reduced. **Q.R., 756.**

When a man receives an appointment, he will thereon be vested with the rank attached to it. The rank is usually that indicated by the title of the appointment. Some of the most usual appointments and the corresponding ranks are as under—

Orderly-Room Serjeant	Rank,	Quartermaster-Serjeant, Colour-Serjeant, or Serjeant, according to service in the appointment.
Orderly-Room Clerk ...	,,	Serjeant or Corporal, according to service in the appointment.
Serjeant Instructor of Musketry	,,	Serjeant.
Serjeant Trumpeter ...	,,	,,
Serjeant Drummer ..	,,	,,
Pioneer Serjeant ...	,,	,,
Farrier Serjeant ...	,,	,,
Lance-Serjeant ...	,,	Corporal.
Lance-Corporal ...	,,	Private.
Acting Bombardier ...	,,	,,
Bandsman	,,	,,
Trumpeter or Drummer	,,	,,

Q.R., 745.

All Warrant Officers and Non-Commissioned Officers are required to be in possession of educational certificates of various classes according to the ranks they are to be promoted to, unless for some special reason, the General Officer Commanding sanctions the promotion of a man before he has obtained the required certificate. The certificates required are—

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For Warrant Rank. For Master Gunner, 3rd Class. For Quartermaster-Serjeant and corresponding ranks and appointments, except Artificers.	First Class Certificate.
For Serjeant and corresponding appointments except Artificers	Second Class Certificate.
For Artificer Serjeants. For Corporal. For Bombardier. For Shoeing Smith.	Third Class Certificate.

Q.R., 740, 746, 747.

A professional examination is also necessary before promotion to the rank of Bombardier, Corporal, or Serjeant, unless for some special reason the Commanding Officer thinks it necessary to promote a man who has not passed, when he may do so subject to the man passing the examination within three months of his promotion.

Q.R., 1299.

The subjects of the examination are laid down in Queen's Regulations, Appendix IX., and half marks in each subject is the standard of passing.

The examination is held once a quarter by Regimental Boards, composed of the Second-in-Command, the Adjutant, and an Officer Commanding a squadron or company. The results are published in Regimental Orders, and a note of the man having passed is made in his Military History Sheet. **Q.R., 1233, 1237.**

Squadron Serjeant-Majors, Squadron Quartermaster-Serjeants, and Colour-Serjeants are selected by their Commanding Officers from the Serjeants. Squadron Serjeant-Majors and Colour-Serjeants used to have the special duty of guarding the Standards and Colours in the field, but as these honourable emblems are no longer taken into the field, this duty will not now fall on them. Squadron Quartermaster-Serjeants and Colour-Serjeants are invariably to be the Pay Serjeants of their squadrons and companies, and receive extra duty pay for this work,

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at the rate of 1s. or 6d. a day, according to whether the establishment of the squadron or company is 80 or under. **Q.R., 760.**

One general roll for promotion is to be kept of all Non-Commissioned Officers serving with the home battalion and the depôt of a regiment, and all promotions below the rank of Colour-Serjeant will be made from this roll, with the concurrence of the Officers commanding the battalion and the depôt. Above the rank of Serjeant, the Commanding Officers respectively make their own selections. Any difference of opinion between these Officers is decided by the General Officer Commanding the District in which the depôt is situated. A fair share of the vacancies in the ranks above Serjeant must be reserved for the battalion abroad. **Q.R., 762, 763.**

The establishment of paid lance and acting ranks is laid down from time to time in Army Orders. This establishment may, if necessary, be exceeded by the appointment of a small number of unpaid lance ranks, with the authority of the General Officer Commanding.

The numbers at present authorised are:—

In a Regiment of Cavalry—
Lance Serjeants, four;
Lance Corporals, six per squadron.

In a Battalion of Infantry—
Lance Serjeants, one to each two companies;
Lance Corporals, four per company.

Q.R., 765; A.O., $\frac{107}{95}$

Non-Commissioned Officers may, with their Commanding Officer's permission, resign their rank; but they are never to be permitted to do this to escape trial by Court-Martial, unless with the sanction of the General Officer Commanding. In this case, a written record of the circumstances will be attached to the man's record of service.

A Non-Commissioned Officer reduced to a lower rank will take precedence in his new rank from the date of signing the original sentence of a Court-Martial, or the date of the Commander-in-Chief's order. **Q.R., 755, 759.**

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QUESTIONS.

1. As regards the powers of a Commanding Officer, in what does a *rank* differ from an *appointment?* Give half-a-dozen examples of appointments held by Non-Commissioned Officers, and the rank attached to these appointments.

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Section III.—OF A SQUADRON, BATTERY, OR COMPANY.

(1).—General Instructions.

For purposes of interior economy, each squadron, battery, troop, or company will be designated as follows :—

Horse Artillery. Cavalry. Royal Engineer Troops, and Depôt Companies. Infantry. Depôt, Royal Army Medical Corps.	By a letter of the alphabet, commencing with A.
Field, Mountain, and Garrison Artillery. Royal Engineers. Army Service Corps. Royal Army Medical Corps. Army Ordnance Corps.	By a consecutive number, commencing with 1.

Sections of the Coast Battalion Royal Engineers will have the name of the port or river where they are stationed added to the number. **Q.R., 662.**

Each service squadron is divided into four troops, if the regiment is on the higher establishment, or three if on the lower; the reserve squadron is divided into two troops. Each battery of horse or field artillery is divided into three sections, and the sections are told off into two sub-divisions, each under a Non-Commissioned Officer, called the "No. 1." Each company of the garrison artillery is divided into two sections of two or three sub-divisions each. Each company of infantry is divided into two half-companies, and these half-companies are again divided into two sections, each under a Non-Commissioned Officer. Subaltern Officers

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will command the different troops, sections of artillery, or half-companies, and are responsible to the Officer Commanding the squadron, battery, or company; the Non-Commissioned Officers in charge of squads, subdivisions, or sections, are, in like manner, responsible to the Subalterns.

This chain of responsibility is to be strictly enforced, and is not to be merely nominal. Every Officer and Non-Commissioned Officer will then have a personal interest in the discipline and efficiency of the unit under his charge. Subalterns, on joining, are to provide themselves with a nominal roll of their commands, and are, as soon as possible, to make themselves acquainted with the disposition, character, age, and service of each of their men. **Q.R., 663.**

The men of each unit will, as far as practicable, be quartered together, whether in barracks, camp, or billets, and, as far as possible, are to be detailed for duty together, so as to facilitate the duties of supply and supervision, and to foster a spirit of comradeship and confidence in each other and their leaders. **Q.R., 664.**

At all stations, and in camp, bounds are to be published in Orders, beyond which Non-Commissioned Officers and men are not to go without permission. Soldiers are never to quit barracks unless properly dressed; and are not to smoke in the streets until after 5 p.m. from 1st October to 31st March, or 6 p.m. from 1st April to 30th September. The hair is to be kept short. The upper lip is not to be, and the chin and under-lip are to be, shaved. Whiskers, if worn, are to be of moderate length. **Q.R., 660, 665.**

Gloves are to be worn when walking out by all ranks of those corps which wear them, and by serjeants of infantry. **Q.R., 2022 (ix.).**

Officers Commanding companies, etc., are to personally superintend the fitting of boots, and see that they fit, special care being taken that growing lads and boys do not get too small a size. New boots are to be worn regularly until they fit comfortably. The standard pat-

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tern is not to be altered, high heels and pointed toes being forbidden. Q.R., 2012.

(II).—PASSES AND FURLOUGHS.

Passes may be granted under the following conditions, to enable soldiers to remain out of barracks after tattoo; and, except as hereafter stated, no soldier is to be out of his quarters between tattoo and reveillé without a pass.

Non-Commissioned Officers not below the rank of serjeant may remain out of barracks up to midnight, without special permission. If they wish to be out after that hour, they must obtain leave from their Commanding Officer, but need not have a pass, unless going beyond the limits of the garrison.

Passes should not be granted for longer than six days; for longer than that a furlough is necessary.

Permanent passes up to midnight may be granted—

(1) To Non-Commissioned Officers below the rank of serjeant;

(2) To men with one or more good-conduct badges, or who have not had an entry in the defaulters' book for the last twelve months;

(3) To men who, though not qualified as above, may, in the opinion of their Commanding Officer, deserve the privilege.

Permanent passes are signed by the Commanding Officer; all other passes are granted and signed by Officers Commanding companies, etc. All passes are to be stamped with the regimental stamp, and the date of last entry (except in cases of Non-Commissioned Officers) is to be entered in the counterfoil, before the passes are given to the men. Q.R., 666.

The furlough season, at home, will commence on the 1st October and end on the 1st March. Abroad, the furlough season will be noted in the Standing Orders of the command. Before any man can obtain a furlough, he must be dismissed drill and be out of debt. The period for which a furlough is granted depends on the distance the man has to go. The number to whom

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furlough is granted is at the discretion of the General Officer Commanding, but will not usually exceed 25 per cent., unless the unit has just returned from foreign service, when as many as possible should be allowed to go, soon after their return. If the duties of the garrison admit, it is better for nearly the whole of the unit to go at the same time. A furlough may only be granted in special cases, in the non-furlough season. Men going on furlough are to leave their addresses with the Officer Commanding their company, etc., and are to be prepared to rejoin at any time on the shortest notice.

Q.R., 1933, 1938.

When soldiers on furlough are prevented by sickness, which must be properly certified, or by other unavoidable casualty from rejoining by the dates their furloughs expire, they are to report themselves before that date to—

(1) The nearest Military Officer being a General or Staff Officer;
(2) The Commanding Officer of a corps or detachment;
(3) A Justice of the Peace (if no Military Officer is within convenient distance).

These Officers are authorised to grant an extension not exceeding one month, if they consider it necessary, reporting any such grant to the man's Commanding Officer, who can cancel the extension and order the man to rejoin at once. If he does so, he cannot be punished for obtaining the extension, unless he obtained it by any false statement. On rejoining from furlough, men are, if necessary, to be re-drilled, but are not required to make up any duties they missed, or, in the cavalry, pay for the care of their horses. Q.R., 1948, 1951.

(III).—Married Soldiers.

The proportion of the various ranks allowed to be on the "Married Roll" is as follows:—

All Warrant Officers and Staff Serjeants;
Fifty per cent. of the Serjeants;

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Three per cent. of the Rank and File in the Infantry, and four per cent. in the Cavalry, Artillery, and Engineers. **A.R., 97.**

A Warrant Officer need not obtain his Commanding Officer's consent before he marries, but he should inform him of his intention of doing so. All other soldiers must obtain their Commanding Officer's consent before marriage, otherwise they will be ineligible to be placed on the married roll. This consent must not be given in anticipation of a vacancy, and only after the Commanding Officer has satisfied himself as to the good character of the woman. Men under the rank of Serjeant must have (1) £5 in the Savings Bank; (2) seven years' service; and (3) two good-conduct badges.

Q.R., 719, 722.

No men are to have permanent passes to sleep out of quarters except those married with leave, who, with their wives, are of good character, and widowers with children. Such men must be regular in every way, and never leave their quarters after tattoo. In special cases a Commanding Officer may grant permission to a man married without leave, who has children, to be out of mess in order to support his family. **Q.R., 724, 725.**

(IV).—SMALL BOOKS.

Every Non-Commissioned Officer and man is to be in possession of a "small book," which he is to show at kit inspection, and Commanding Officers are responsible that it is regularly kept up. In it are entered the soldier's description on enlistment, and his next-of-kin, and all casualties which happen to him during his service, as they occur. The different entries relate to his religion, previous service (if any), *promotions or reductions*, service abroad, *campaigns*, wounds, *medals and distinctions*, educational certificates, *classes of instruction passed, musketry classification, good conduct pay*, marriage and children, and date and cause of becoming non-effective. The various entries relating to the particulars in italics in the foregoing list are to be made in the handwriting of the Officer Commanding

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the squadron or company; the others are only signed by him. The entries relating to next-of-kin are to be checked every year, during the month of January, and a report made in the monthly return of the 1st February that this has been done. **Q.R., 692, 693, 695; A.F. B 50.**

The book also contains printed matter giving him useful information on many points, and a form of will, with instructions for executing the same. **A.F. B 50.**

When a soldier is discharged, he is to retain his small book; in case of desertion, it will, if left behind, remain with the Corps; on the death of a soldier, his book will be forwarded, through the War Office, to his representatives. **Q.R., 692.**

Every soldier has a regimental number, which is always used before his name in all documents relating to him, and with which all his clothing and necessaries are marked. Each soldier receives a number on enlistment, and if he is tranferred to another Corps, he receives a fresh number in that Corps. The number is given by the Officer in charge of the original attestation (in the infantry, by the Officer Commanding the Regimental District). In the cavalry, a separate series is kept for each Regiment, and in the infantry for each Territorial Regiment. The series commences with 1 and goes up to 9,999 in the cavalry and infantry; to 49,999 in the Royal Horse and Field Artillery and the Royal Garrison Artillery respectively; to 29,999 in the Royal Engineers; and to 19,999 in the Army Service Corps and Royal Army Medical Corps. When these numbers have been reached, a fresh series will be commenced. When a man is transferred, deserts, is discharged, or dies, his number must never be given to another man in the Corps. **Q.R., 2142, 2145.**

QUESTIONS.

1. Explain the term "chain of responsibility" as applied to the sub-division of a company or squadron, for purposes of interior economy.
2. For purposes of inspection and general supervision, how are the following sub-divided:—

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(*a*) Squadron of Cavalry?
(*b*) Company of Infantry?
(*c*) Battery of Field Artillery?
(*d*) Company of Garrison Artillery?

3. When does the furlough season at home commence, and when does it terminate? What conditions must a soldier fulfil to be granted the indulgence of a furlough?
4. What qualifications are necessary to render a soldier eligible to receive a "permanent pass?" Who signs it? What privilege is attached to it?
5. Describe the method laid down for allotting regimental numbers to recruits, so as to insure that no two men in a Corps shall have the same number.
6. Up to what time at night, under ordinary circumstances, may Non-Commissioned Officers and men remain out of barracks without passes?
7. For what purposes is a soldier provided with a small book? What entry should be made in it at each monthly settlement of accounts?
8. When a soldier is prevented by sickness from rejoining his regiment from furlough, what should he do?
9. Which of the following entries in the soldier's "Small Book" ought to be in the handwriting of the Officer Commanding the Company, as well as signed by him—
   "Service Abroad," "Good Conduct Badges," "Promotion," "Next-of-Kin," "Becoming Non-effective," "Wounds."
10. Give the principal regulations respecting the granting of passes to Non-Commissioned Officers and private soldiers.
11. What are the principal regulations relating to the soldier's small book? Give as many items of the information to be found therein as you can.

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12. What proportion of Warrant Officers, Non-Commissioned Officers, and men, respectively, in the infantry or cavalry, are allowed to be on the married roll?
13. What are the regulations about soldiers being permitted to smoke in the streets?
14. What are the instructions in the Queen's Regulations as regards the fitting and repair of soldiers' boots?
15. What is the longest period for which a pass may be issued?
16. What are the qualifications necessary to render a corporal or private eligible to be placed on the married roll?

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Section IV.—SYSTEM OF KEEPING BOOKS, ACCOUNTS, AND RETURNS.

The following books are to be kept by squadrons, batteries, troops, and companies:—

1. Order Book;
2. Defaulter Book;
3. Savings' Bank Ledger;
4. Messing Book;
5. Pay and Mess Book;
6. Pay List;
7. Cash Book and Ledger;
8. Personal Clothing Disposal Book;
9. Monthly Requisitions for Clothing and Necessaries;
10. Register of Arms and Accoutrements (Royal Artillery only);
11. Description of Horses (corps having horses or mules only). **Q.R., 2189.**

The method of keeping the most important of these books is as follows:—

(i).—Order Book.

In this book are copied daily by the Company Orderly-Serjeant the regimental or battalion orders of the day, and the entry is signed by the Orderly-Serjeant.

(ii).—Defaulter Book.

This book contains sheets for every Non-Commissioned Officer and man in the company, and is to be kept by the Captain. In it is to be recorded by the Captain every offence committed by any man for which punishment has been awarded or reprimand administered, except offences other than drunkenness, for which confinement to barracks for one day, or its equivalent punishment on board ship, has been awarded. Admoni-

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tion will only be entered in cases of drunkenness or those involving forfeiture of pay. Every case of drunkenness is to be numbered consecutively in red ink in the column set apart for that purpose. Cases of absence, considered by the Commanding Officer as equivalent to drunkenness, are to be marked with a D in red ink in this column. Every case of admission to hospital through alcoholism is to be entered in red ink. The Officer who makes an entry is to initial it in the last column.

Q.R., 2190.

The following rules are to be observed in making entries:—

(i.) In trials by Court-Martial the general nature of the charges are to be entered, and when there is more than one charge, they are to be numbered. The generic nature of the charge is to be given, with the specific offence added,

e.g., Disgraceful conduct—theft;
Insubordination—striking his superior.

(ii.) Vague entries, such as "improper conduct," are to be avoided.

(iii.) No date or place is to be entered in the "offence" column, unless there are two, as the "date" or "place" columns show these when there is only one.

(iv.) Confinement to barracks is entered as *C.B.*
Imprisonment with hard labour is *Impr. H.L.*
Fine as *Fined.*
Penal Servitude as *P.S.*
Deprived of lance stripe as *Depd. of Lce. Stripe.*
Imprisonment, when awarded by the Commanding Officer, is entered in hours up to seven days, inclusive; when over seven days, it is entered in days.

(v.) The date of a summary award, or the original sentence of Court-Martial, is to be entered in the column "date of award."

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(vi.) Forfeiture of pay or good conduct pay is to be noted in the column of "remarks" as "*Forfeits ... days' pay,*" or "*Forfeits G.C.B.*" **Q.R., 2152.**

All entries in the Defaulters' Book will be compared frequently by the Commanding Officer, or Second-in-Command, with the awards in the Guard Reports and Minor Offence Reports. **Q.R., 2190.**

When a man dies, his defaulter sheet may be destroyed; when he is transferred, his sheet, signed by an Officer, is to be transferred with him; if he deserts, his sheet is retained with the regiment or battalion for a year, and then sent to the Depôt or other place where the documents of the Corps are kept; when he is discharged, his sheet is forwarded with his discharge documents. **Q.R., 2153, 2191.**

(III).—SAVINGS BANK LEDGER.

This is kept by the Officer Commanding the company, who is responsible that all deposits and withdrawals are duly entered therein, the Officer signing to the deposits and the man to the withdrawals. A separate page is kept for each man who has an account. Interest is calculated monthly at the rate of $\frac{1}{4}$d. a month for each complete 6s. 8d., and is added to the principal quarterly. All deposits and withdrawals are notified to the orderly-room, monthly, on Form 2, and the accounts are compared quarterly with the Regimental Ledger, and the balances are signed by the Commanding Officer.

Only men who were in the Service on the 31st March, 1896, and who were depositors on the 31st March, 1897, can have a Savings' Bank account.

S.B. R., 7, 8, 35, 37. A.O., $\frac{160}{96}$

A specimen page of a Savings Bank Ledger and a No. 2 Form are given herewith to show the manner of keeping them.

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Savings Bank ACCOUNT OF

Regimental Number.	Rank.	Christian Name.	Surname.
101	*Private*	*Thomas*	*Atkins.*

Signature of Officer Commanding the *Company* to Deposits; and of Depositor to Withdrawals.	Deposits. Bearing Interest from	£	s.	d.	Withdrawals. Date.	£	s.	d.	Balances. Date.	£	s.	d.	Interest for the month. £	s.	d.	Signature of Officer Commanding the *Battalion* to Quarterly Balance.
	1898.								Balance brought forward from last year	*1*	*18*	*4½*	...	...	...	
	1st April															
T. Atkins.	1st May				*13th May*		*10*	*0*	30th April	*1*	*18*	*4½*			*1¼*	
A. C. Brown, Capt.	1st June		*15*	*0*					31st May	*1*	*8*	*4½*			*1*	
									30th June	*2*	*3*	*4½*			*1½*	
	1st July								*Total Interest for the Quarter*			*3¾*				
A. C. Brown, Capt.	1st August		*10*	*0*					Quarterly Balance £	*2*	*3*	*8¼*	...	..	..	*V. Smart, Lieut.-Col.*
A. C. Brown, Capt.	1st September	*1*	*0*	*0*					31st July	*2*	*3*	*8¼*			*1½*	
									31st August	*2*	*13*	*8¼*			*2*	
									30th September	*3*	*13*	*8¼*			*2¾*	
									Total Interest for the Quarter			*6¼*				
T. Atkins.	1st October				*25th October*		*15*	*0*	Quarterly Balance £	*3*	*14*	*21/2*	...	...	...	*V. Smart, Lieut.-Col.*
A. C. Brown, Capt.	1st November		*10*	*0*					31st October	*2*	*19*	*21/2*			*2*	
T. Atkins.	1st December				*10th December*		*5*	*0*	30th November	*3*	*9*	*21/2*			*21/2*	
									31st December	*3*	*4*	*21/2*			*21/4*	
	1899.								*Total Interest for the Quarter*			*6¾*				
T. A. Mills, Lieut.	1st January	*1*	*0*	*0*					Quarterly Balance £	*3*	*4*	*9¼*	...	...	...	*V. Smart, Lieut.-Col.*
T. Atkins.	1st February				*19th February*	*1*	*0*	*0*	31st January	*4*	*4*	*9¼*			*3*	
T. Atkins.	1st March				*15th March*		*10*	*0*	28th February	*3*	*4*	*9¼*			*2¼*	
									31st March	*2*	*14*	*9¼*			*2*	
	‡Deposits made in March								*Total Interest for the Quarter*			*7¼*				
									Deposits made in March							
	Total Amount of Deposits £	*3*	*15*	*0*	Total Amount of Withdrawals £	*3*	*0*	*0*	Balance to be carried forward to next year £	*2*	*15*	*4½*	Total of Interest £	*2*	*0*	*V. Smart, Lieut.-Col.*

* In cases of Transfers received, insert, in lieu of these words, *Amount of Transfer received.*

‡ Bearing interest from 1st April following.

† In cases of Transfers given, insert, in lieu of these words, *Amount of Transfer given.*

	£	s.	d.
Balance brought forward from last year*	*1*	*18*	*4½*
Total Amount of Deposits	*3*	*15*	*0*
Total Amount of Interest		*2*	*0*
	5	*15*	*4½*
Total Amount of Withdrawals	*3*	*0*	*0*
Balance to be carried forward to next year †	*2*	*15*	*4½*

Upon a Depositor becoming non-effective, by discharge, desertion, or death, the fact, with the date of the casualty, should invariably be noted on the face of his Ledger Account.

[*To face page 69.*

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Military Savings Bank, Form No. 2.

1st Bn. Royal Regiment of *Aldershot Light Infantry.*

Number of the Squadron, Troop, Company, Battery, etc. } *H*

Name of the Officer Commanding the Squad., Troop, Compy., Batty., etc. } *Capt. A. C. Brown.*

STATEMENT of Deposits and Withdrawals during the Month of *December*, 189*8*.

DEPOSITS.

Regtl. No.	Soldier's Name. Christian Name.	Soldier's Name. Surname.	Date of Deposit.	Amount. £	s.	d.	Signature of Officer acknowledging the Receipt of the Money.
1272	*Patrick*	*O'Brien*	*31 Dec., 1898*		*15*	*0*	*A. C. Brown, Capt.*
		TOTAL..... £			*15*	*0*	

WITHDRAWALS.

Regtl. No.	Soldier's Name. Christian Name.	Soldier's Name. Surname.	Date of Withdrawal.	Amount. £	s.	d.	Signature of Soldier acknowledging the Receipt of the Money.
101	*Thomas*	*Atkins*	*10 Dec., 1898*		*5*	*0*	*T. Atkins.*
4735	*Andrew*	*Macpherson*	*24 Dec., 1898*	*1*	*0*	*0*	*A. Macpherson.*
		TOTAL.....£		*1*	*5*	*0*	

I certify that the sum of £—*15s. 0d.* (— Pounds *Fifteen* Shillings — Pence), on account of the amounts deposited, has been debited. and £ *1 5s. 0d.* (*One* Pounds *Five* Shillings — Pence), on account of the amounts withdrawn, has been credited in the Pay List of No. *H* } Squadron / Company for *December*, 189*8*.

A. C. Brown Captain.

We do hereby certify that the above statement is correct in every particular, and that the entries agree with those in the men's accounts, in the Savings Bank Ledger.

V. Smart, Lt.-Col., Officer Commanding.

O. I. Helps, Major, Officer 2nd in Command.

John Slack, Lieut., Adjutant.

N.B.—In the case of balances of men paid at Netley the amount should be shown above, under the head of Withdrawals, supported by Savings Bank Form 14 (Netley Form 31).

In all cases of Deposits or Withdrawals on account of the Serjeants' Mess Fund, the requisitions referred to in paragraph 14 of the Regulations for Military Savings Banks should be annexed to the Forms No. 2 on which the transactions are shown.

No erasures should be made on this Form, and any alteration of amounts should be initialled by the Officer Commanding who has already signed the Form

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(IV).—Daily Messing Book.

This is a book with a page for each day in the month, and a page at the end for making a summary of the totals of the other pages. Each page shows, at the top, the amount of money available to be expended for the day's messing, the amount so spent, and the balance (if any) in hand. The amount available for expenditure on a given day is arrived at by bringing forward the balance credit (if any) from the previous day; to this is added the amount of daily stoppage from the men in mess that day, and any money received from the Refuse Fund or other funds. This is followed by a list of all the articles usually comprised in the extra messing, and columns showing the amount of each purchased for breakfast, dinner, and tea. These columns are totalled, and each day's account is signed by the Officer Commanding the company, the Colour-Serjeant, the Non-Commissioned Officer in charge of messing (usually the Orderly Corporal), and the Tradesman, or Manager of the Refreshment Department of the Regimental Institute, from whom the supplies are obtained. **A.B., 48.**

A specimen page of this book is given to show the method of keeping it.

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Daily Messing Account.

Tuesday, 31st January, 1899.

	£	s.	d.
Balance *Cr.* brought forward		*1*	*9*
60 men in Mess at *3d.*	*0*	*15*	*0*
Add any money from Refuse Fund			
Total	*0*	*16*	*9*
Deduct balance debt brought forward			
To be expended	*0*	*16*	*9*
Expended	*0*	*13*	*7½*
Balance *Cr.*	*0*	*3*	*1½*

Meals.	Description.
Breakfast ...	*Tea, Bread and Butter.*
Dinner ...	*Pea and Lentil Soup, Meat Pies and Potatoes*
Tea or Supper	*Tea, Bread and Cheese*

	Quantity. lb.	Quantity. oz.	Rate. s.	Rate. d.	Breakfast. s.	Breakfast. d.	Dinner. s.	Dinner. d.	Tea or Supper. s.	Tea or Supper. d.	Total. £	Total. s.	Total. d.
Bacon													
Baking Powder, 1 pkt.				½				½					½
Barley													
Beans													
Brawn													
Bread													
Butter	*3*	*12*		*10*	*3*	*1½*						*3*	*1½*
Cabbage													
Cheese	*3*	*12*		*5*					*1*	*6¾*		*1*	*6¾*
Cocoa													
Coffee													
Currants													
Curry													
Dripping	*2*	*8*	*Fr*	*ee*	*Sa*	*ved*	*in*	*Co*	*ok*	*ho*	*use*		
Eggs													
Fish													
Flour	*11*	*0*		*1*				*11*					*11*
Herbs, *1 pkt.*				*1*				*1*					*1*
Jam or Marmalade													
Lemon Peel													
Lentils	*3*	*0*		*1¼*				*3¾*					*3¾*
Milk, *7½ qts.*				*2¾*		*10¼*				*10¼*		*1*	*8¼*
Mustard		*4*		*4¾*				*1¼*					*1¼*
Nutmegs													
Oatmeal													
Onions	*6*	*0*		*1*				*6*					*6*
Pepper		*8*		*8*				*4*					*4*
Do. Cayenne													
Pickles													
Potatoes, *5 stone*				*6*			*2*	*6*				*2*	*6*
Raisins													
Rice													
Salt	*2*	*0*		*½*				*1*					*1*
Spice													
Split Peas	*3*	*0*		*1*				*3*					*3¼*
Sugar	*5*	*8*		*1½*		*4*				*4¼*			*8*
Tea	*1*	*1*	*1*	*1*		*7*				*7*		*1*	*2*
Vegetables, Mixed	*6*	*0*		*½*				*3*					*3*
Totals					*4*	*10¾*	*5*	*4¼*	*3*	*4¼*		*13*	*7½*

Squadron, Troop, Batt. or Coy.'s Mess	*60*
Serjeants' do.	*3*
Band do.	*6*
Drummers' do.	*3*
Married do.	*4*
...	
...	
Total No. on Ration Return	*76*

Total from Refreshment Dept., R.I.

Extra Bread or Meat from * (specify nature)

Issued *E. FAIRLEY,* {Tradesmen or Manager, Refreshment Dept., R.I.

F. REILLY,
Squadron, Trp., Batt., or Cmpny. Serj.-Maj., or Col. Serj.

Received *A. STEWARD,* {N.-C. Officer in charge of Rations.

A. C. BROWN, Capt.,
Commanding Squadron, Trp., Batt., or Company.

*Specify if from contractor or otherwise.

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(v).—Pay and Mess Book.

' This book is so arranged that the men's names can be entered once for three separate accounts, showing, respectively, how they are subsisted each day of the month, and number of rations drawn; cash payments during the month; and details of public stoppages and regimental bills. The men's names are entered by ranks, alphabetically, the letter M being added to the names of those on the Married Roll; and the totals of each page are carried forward to the end of the book, where the totals of messing are analysed and the Officer who has made each of the cash payments signs the totals of the same for the day.

Inst. Pay Duties, 2, 4; A.F. N 1504.

The pages headed "Messing" are kept by the Squadron Quartermaster-Serjeant, or Colour-Serjeant, entering every evening in the column for the day against each man's name how he has been subsisted; the abbreviations given on the front page of the cover being used for this purpose; *e.g.*—

I., for "in mess";
G.R., for men in the guard-room, for whom extra messing only will be charged against the public;
A.R., for the first day of a man's absence, when such absence commenced after the requisition for rations has been sent in;
A., for men absent when the requisition for rations has been sent in;
P., for in Prison or Cells;
H., for in Hospital;
F., for men on Furlough.

The totals of each of these days, as shown by the different letters, are carried out to the table following the last day of the month, headed "Monthly Totals for Messing." These, added up, show the total number of days for which rations were drawn for each man, and the number of days on which he did not draw rations. The Analysis of Messing, at the end of the book, shows the number of men in each description of mess, viz.,

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PAY AND MESS BOOK.

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Regimental No.	RANK AND NAMES.	Messing. 1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26
1879	Serjt.-Maj. O'Callaghan, P. **M**	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
2034	Q.-M.-Serjt. Brooke, E. **M**	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
2156	Col.-Serjt. Reilly, F. **M**	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
2479	Serjt. Turner, F.	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	1	1	1	1	1	1
4735	Corpl. Macpherson, A.	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
3469	Lce.-Corpl. Steward, A.	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
4526	Dr. Harris, J.	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
101	Pte. Atkins, T.	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
2202	,, Barry, M.	1	F	F	F	F	F	F	F	F	F	F	A.R	G.R	G.R	P	P	P	P	P	P	P	1	1	1	1	1
3310	,, Bennett, W.	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	To Depôt										
4080	,, Gibson, M.	1	H	H	H	H	H	1	1	1	1	1	1	1	1	1	H	H	H	H	H	H	1	1	1	1	1
4178	,, Kent, E.	1	H	H	H	H	H	H	H	H	H	H	H	H	1	1	1	1	A.R	A	A	A	A	A	A	G.R	G.R
1272	,, O'Brien, P.	1	1	1	1	1	1	1	1	H	H	H	H	H	H	H	H	H	H	H	H	H	1	A.R	A	G.R	P
2615	,, Sutton, J.	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	1	H	H	H	H	H	H	H
	Carried to Summary of Totals, pp. 34 to 36.....	12	9	9	9	9	9	10	10	9	9	9	9	10	11	10	8	8	7	8	7	8	11	10	10	12	11

27	28	29	30	31	Monthly Totals for Messing. No. of Rations drawn. In Mess and on Pay. I.	In Guard Room. G.R	Absent without leave. A.R	Attached for Rations only. R.		Total.	Rations not drawn. Absent without leave. A	Guard Room. G	Prison. P	Hospital. H	On board Ship. S.R	Ration Allowance, Furlough, etc. F	Hot Meals. M	Attached for Pay only. N.R
1	1	1	1		30					30								
1	1	1	1		30					30								
1	1	1	1		30					30								
1	1	1	1		10					10								
1	1	1	1		30					30								
1	1	1	1		30					30								
1	1	1	1		30					30								
1	1	1	1		30					30								
1	1	1	1		10	2	1			13			7			10		
					15					15								
1	1	1	1		19					19				11				
G.R	P	P	P		5	3	1			9	6		3	12				
P	P	1	1		11	1	1			13	1		3	13				
H	H	H	1		2					2				10		18		
11	10	11	12		282	6	3			291	7		13	46		28		

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27	28	29	30	31	Monthly No. of Rations drawn. In Mess and on Pay. I.	In Guard Room. G.R	Absent without leave. A.R	Attached for Rations only. R.		Total.	Debt last month. £	s.	d.	£
1	1	1	1		30					30				
1	1	1	1		30					30				
1	1	1	1		30					30			6	
1	1	1	1		10					10				
1	1	1	1		30					30				
1	1	1	1		30					30				
1	1	1	1		30					30				
1	1	1	1		30					30				
1	1	1	1		10	2	1			13				
					15					15				
1	1	1	1		19					19		18	0	
G.R	P	P	P		5	3	1			9				
P	P	1	1		11	1	1			13				
H	H	H	1		2					2				
11	10	11	12		282	6	3			291		18	6	

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Debt last month. £	s.	d.	Credit last month. £	s.	d.	Cash Payments. 1 s. d.	2 s. d.	3 s. d.	4 s. d.	5 s. d.	6 s. d.	7 s. d.	8 s. d.	9 s. d.	10 s. d.	11 s. d.	12 s. d.	13 s. d.	14 s. d.
												40 0							25 0
												40 0							40 0
		6							35 0			12 0							20 0
																			10 0
												10 0							5 0
												6 0							6 0
												5 0							6 0
						20 0													
												2 0							
	18	0										0 6							1 0
																			5 0
												4 0							
				1	0	30 0													
	18	6		1	0	50 0			35 0			119 6							118 0

15 s. d.	16 s. d.	17 s. d.	18 s. d.	19 s. d.	20 s. d.	21 s. d.	22 s. d.	23 s. d.	24 s. d.	25 s. d.	26 s. d.	27 s. d.	28 s. d.	29 s. d.	30 s. d.	31 s. d.	Total. £ s. d.
						40 0									54 7		7 19 7
						20 0									20 5		6 0 5
						20 0									36 7		6 3 7
										12 6					12 2		1 4 8
															29 0		1 19 0
						10 0									15 2		2 0 2
						10 0									13 6		1 15 6
						6 0									18 6		1 15 6
						3 0									8 7		1 11 7
7	6½																9 6½
							6								1 6		3 6
			2	0													7 0
							5	0							7 10		16 0
															2 6		1 12 6
7	6½		2	0		109	6	5	0	12	6				220	4	33 19 4½

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PAYMENTS.

15		16		17		18		19		20		21		22		23	
s.	d.	s.	d.	s.	d.	s.	d.	s.	d.	s.	d.	s.	d.	s.	d.	s.	d.
												40	0				
												20	0				
												20	0				
												10	0				
												10	0				
												6	0				
												3	0				
7	6½																
												6					
						2	0										
														5	0		
7	6½					2	0					109	6	5	0		

Fines for Drunkenness.			Hosp Stopp Ordin 7	
£	s.	d.	No. of days.	
			11	
			12	
			13	
			10	
			46	

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PUBLIC STOPPAGES.

Fines for Drunkenness.	Hospital Stoppages, Ordinary at 7d.		Debtor Balances of Deserters rejoined.	Stoppages under Militia Law.	Clothing and Necessaries on repayment.	Stoppages for Clothing damaged or deficient and Free Kits obtained by Fraudulent Enlistment. P. 1954.	Stoppages for Stores lost, damaged or deficient. — P. 1963.	Allotments of Pay.	Total carried to Form 1 of Pay List.
£ s. d.	No. of days.	Amount. £ s. d.	£ s. d.	£ s. d.	£ s. d.	£ s. d.	£ s. d.	£ s. d.	£ s. d.
					3 7				3 7
					4 9				4 9
					7½				7½
					1 4				1 4
	11	6 5			9 7				16 0
	12	7 0			1 9½				8 9½
	13	7 7							7 7
	10	5 10			5 1½				10 11½
	46	1 6 10			1 6 9½				2 13 7½

REGIMENTAL BILLS.

N.C. Officers' Mess.	Messing.		Washing.	Hair Cutting.	Shoemaker.	Tailor.	Library Subscriptions.	Rifle Club.	Cricket Club.	Barrack Damages.		*Serjeants' Mess Bills.*	Total carried to Form 1 of Pay List.
Amount.	No. of days.	Amount.								Individual Charges.	General Charges.		
£ s. d.		£ s. d.	£ s. d.	£ s. d.	£ s. d.	£ s. d.	s. d.	s. d.	s. d.	s. d.	s. d.	s. d.	£ s. d.
							2	4				4 11	5 5
							2	4				3 0	3 6
							2	4				2 11	3 5
5 0							2	4	4				5 10
	30	7 6	1 3	1		4	2	4	4		12		10 2
	30	7 6	1 3	1	10			4			12		10 2
	30	7 6	1 3	1			2	4			12		9 6
	30	7 6	1 3	1			2	4			12		9 6
	12	3 0	6	1			2	4			12		4 3
	15	3 9	7½	1		4 6					12		9 1½
	19	4 9	9½	1	4 2		2	4			12		10 5½
	8	2 0	4	1			2	4			12		3 1
	13	3 3	6½	1			2	4	4		12		4 10½
	2	6	1	1		3½	2				12		1 3½
5 0	189	2 7 3	7 10½	10	5 0	5 1½	2 0	4 0	1 0	1 8		10 10	4 10 7

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N.C. Officers' Mess.		Messing.		Washing.	Hair Cutting.	Shoemaker.	Tailor.	Library Subscriptions.	Rifle Club.	Cricket Club.	Barrack Damages.		
Amount.		No. of days.	Amount.								Individual Charges.	General Charges.	
£ s. d.			£ s. d.	£ s. d.	£ s. d.	£ s. d.	£ s. d.	s. d.	s. d.	s. d.	s. d.	s. d.	s
								2	4				
								2	4				
								2	4				
5	0							2	4	4			
		30	7 6	1 3	1		4	2	4	4		2	
		30	7 6	1 3	1	10			4			2	
		30	7 6	1 3	1			2	4			2	
		30	7 6	1 3	1			2	4			2	
		12	3 0	6	1			2	4			2	
		15	3 9	7½	1		4 6					2	
		19	4 9	9½	1	4 2		2	4			2	
		8	2 0	4	1			2	4			2	
		18	3 3	6½	1			2	4	4		2	
		2	6	1	1		3½	2				2	
5	0	189	2 7 3	7 10½	10	5 0	5 11½	2 0	4 0	1 0		1 8	10

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Company, Serjeants, Band, Drummers, and Married Men. The calculation of the stoppages for messing must agree with the totals of those charges in the columns "Regimental Bills," and with the total messing money shown in the summary at the end of the Daily Messing Book, and any discrepancy must be explained.

Inst. Pay Duties, 3 ; A.F. N 1504.

The pages headed "Cash Payments" show in the margin the amount of the man's debt or credit (if any) from last month, and the amounts paid to him in cash during the month, which are entered under the date on which the payment is made.

The pages headed "Public Stoppages" show the amounts charged to the man for "Fines for Drunkenness," "Hospital Stoppages," "Clothing and Necessaries on Repayment," etc.; and the pages headed "Regimental Bills," show the amounts charged for "Messing," "Washing," "Haircutting," "Tailor," and other regimental tradesmen's bills, "Library" and other subscriptions, "Barrack Damages," etc. **A.F. N 1504.**

The total of Cash Payments must agree with the total of this charge in Form 2 of the Pay List. The totals of the Public Stoppages must be checked with the entries in the Pay List, in the Abstract (Form 3). The totals of Regimental Bills must be checked as follows :—"Non-Commissioned Officers' Messing" with the Cash Book ; "Messing," with the Daily Messing Book ; "Washing," "Hair Cutting," "Rifle Club," "Cricket Club," with the Cash Book ; "Shoemaker," "Tailor," and "Library," with the entries on the Debtor side of the General State (Form 4) of the Pay List ; "Barrack Damages" with the Barrack Damage Account. The total of Regimental Bills must agree with the total in Form 2 of the Pay List.

Inst. Pay Duties, 47.

Specimen pages of a Pay and Mess Book are given herewith, to show the correct manner of keeping this account.

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(VI).—PAY LIST.

This is prepared in duplicate every month, one copy being marked "duplicate," and contains the names of all men who were on the strength of the squadron or company on the last day of the preceding month; the names are entered alphabetically by ranks, and any men who join the company during the month are entered in chronological order. A separate space of two lines is allotted to each man's name.

Inst. Pay Duties, 10, 11; A.F. N 1505.

Each man will, at the end of the month, after having had his account read over and explained to him, sign his name in the last column but one in Form 1 of the "Duplicate Pay List" only. Men who cannot write are to make their mark in the presence of the Officer and a third party (other than the Pay Serjeant), who is to sign as a witness. The accounts of men on furlough, in hospital, and in prison, will be read over to, and signed by, them at the first monthly settlement after their return, discharge from hospital, or release from prison. In the case of a man absent without leave at the end of the month, his account will be made out and signed by the Officer Commanding the Company, and the balance carried forward to the next month's account. When he rejoins, he will be settled up with, or if declared a deserter, the balance will be credited to, or charged against, the public. Erasures are strictly forbidden. Any alterations are made by drawing a fine line through the figures which are wrong, and the correct entry being made, the whole being initialled by the Officer Commanding the squadron or company.

Inst. Pay Duties, 15, 16, 30; A.F. N 1505.

The Pay List contains nine Forms, but by far the most important is Form 1, which takes up 41 pages of the total 55 pages in the book. These different Forms are as under, and each gives the following information:—

Form 1 consists of two sheets; one showing the man's credit, and the other his debts, balance at the end of the month, and his clothing account. The items shown on the Credit pages are, any Balance Credit last month and

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other Company Credits; dates from and to which he has been on pay; number of days' pay forfeited for absence, or being in the guard-room, prison, or hospital (through misconduct), and the total number of days' pay thus forfeited; number of days, rate, and amount of Regimental Pay due; number of days, rate, and amount of Good Conduct Pay and Corps Pay (if any); number of days and amount of Allowance in lieu of Rations, Messing Allowance, and any other Credits due by the Public (*e.g.*, Subsistence Allowance); and the total Credits; and date of expiration of imprisonment. The Debit pages show any Balance Debt last month, Cash Payments, Regimental Bills, Stoppages due to the Public, and the Total Debits. Other columns show balance due by or to the public, and those due by or to the soldier. The Clothing Account shows the amount of any compensation due to the man in lieu of clothing. In the Column of Remarks are made entries as to expiration of Imprisonment, Furloughs, Date of Discharge or Transfer, etc. **Morrison, pp. 170, 171. A.F. N 1505.**

Form 2 is simply a Summary of the Totals of the various pages of Form 2, and contains columns headed exactly the same as those in Form 2.

Inst. Pay Duties, 19.

Form 3 is the Abstract, and shows, on the Debtor side, the amounts due to the public on account of the various Public Stoppages mentioned in the Pay and Mess Book, and for such other items as Rations overdrawn, Credits of Deserters, Savings' Bank Deposits, etc. On the Credit side is shown the amount due from the public on account of Regimental Pay, Good Conduct Pay, Corps Pay, Contingent Allowance, Extra Duty Pay, Ration Allowance, Subsistence Allowance, Messing Allowance, Compensation in lieu of Clothing, Savings' Bank Withdrawals, and various other items, most of which are brought forward from Form 2. The totals of both sides of the Abstract are carried forward to the General State. **Inst. Pay Duties, 20, 22.**

Form 4 is the General State, and shows how the account between the Officer Commanding the squadron

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or company and the Paymaster stands at the end of the month. On the Dr. side are entered the Balance Dr. (if any) of the Pay List of the previous month, the total of the Dr. side of the Abstract, any charges for Groceries, Barrack Damages, Library Subscriptions, Tailor's Bill, Shoemaker's Bill (if these charges are paid through the Paymaster), and the amounts of cash received from the Paymaster on various dates during the month. On the Cr. side are entered the Balance Credit (if any) of last month's Pay List, and the total of the Cr. side of the Abstract. This Form shows how the Captain stands in his account with the Paymaster, and at the end are certificates to be signed by the Captain and the Paymaster. **Inst. Pay Duties, 22.**

Form 5 gives the strength of the unit by ranks, and is completed half-yearly. It does not apply to cavalry and infantry. **Inst. Pay Duties, 23.**

Form 6 is the Abstract of Rations drawn during the month. This shows the number of days' pay charged for all ranks during the month, to which is added any rations (not exceeding five) underdrawn last month, any drawn for men in the guard-room (not drawing pay), for men absent without leave, or for men of other companies or corps attached for rations, but not for pay. Lists of these men are given in the statements B and C of this Form. From this total is deducted the number of rations (not exceeding five) overdrawn last month, number of days any of the men were in hospital, or receiving Ration Allowance, or otherwise not entitled to a ration though drawing pay through the company. This will show the total number of rations which may be drawn. The number of rations actually drawn is entered, and the difference between these two numbers is adjusted as follows:—Any number under or overdrawn, not exceeding five, can be carried forward to next month's account; any excess of five underdrawn is forfeited, and any such excess overdrawn must be paid for. This does not apply to the month of January, as on the 31st of that month all underdrawals are forfeited and

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overdrawals must be paid for; thus no differences are carried forward to the February Pay List.

Inst. Pay Duties, 23; A.R., 47.

Form 7 is the Balance Sheet, and shows all the various Assets and Liabilities of the squadron or company. Such are the amounts due to or from the Paymaster, being the Balance Debt or Credit of the General State (Form 4); the amounts due to and from the men, being the totals of their Credits and Debts shown in the Summary of Totals (Form 2); the Balances, Credit or Debt, of the various Company Funds as shown in these different accounts in the Ledger; the amount of Cash in hand as shown in the Cash Book; and any other Liabilities or Assets. **Inst. Pay Duties, 24.**

Form 8 gives a specification of the various Vouchers transmitted with the Pay List, the chief one being usually the Extract from Regimental Orders, which is signed by the Adjutant, and furnished to the Officer Commanding each squadron or company. This extract contains a copy of every order issued during the month which in any way affects the pay or good conduct pay, or service of any man of the squadron or company.

Inst. Pay Duties, 26.

Form 9 contains the Paymaster's observations on the Pay List, and the answer of the Officer Commanding the squadron or company to any objections, and the decision regarding them. **A.F. N 1505.**

The Pay List in duplicate, together with the Duplicate Pay List of the preceding month, is to be forwarded to the Station Paymaster on the 4th of the month following that for which the Pay List is made out. Any corrections necessary are made by the Paymaster in red ink, and after his observations have been replied to by the Officer Commanding the squadron or company, and the decision recorded, the "Duplicate," together with last month's Duplicate, are returned by the Paymaster to the Officer and the other copy is sent by him to the War Office.

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The balance due to the public any month must not exceed £10, and if the credit exceeds that amount, a special explanation must be furnished, unless the excess is due to the credits of the Clothing Accounts.

Inst. Pay Duties, 31, 32; Morrison, p. 172.

Specimen pages of Form 1 of a Pay List are given herewith to show the manner of keeping this part of the Pay List. The accounts are those of the men entered in the specimen Pay and Mess Book.

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PAY LIST.

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Form 1.

PAY ACCOUNT.

CREDITS.

Regimental Number and Date of Enlistment	RANK AND NAMES.	Company. Credit Balance last month. £ s. d.	Company. Other Credits. £ s. d.	Regimental Pay. From	To	No. of days Pay Forfeited. Absent without leave.	Guard Room.	Cells or Prison.	In Hospital (Misconduct).	Total No. of days forfeited.	Pay due. No. of days.	Rate.	Amount. £ s. d.	Good Conduct Pay due. No. of days.	Rate.	Amount. £ s. d.
1879 25-7-83	Serjt.-Major O'Callaghan, P.			1	30						30	5/-	7 10 0			
2034 15-3-85	Q.-M.-Serjt. Brooke, E.			1	30						30	4/-	6 0 0			
2156 14-10-85	Col.-Serjt. Reilly, F.			1	30						30	3/-	4 10 0			
2479 22-5-87	Serjt. Turner, F.			21	30						10	2/4	1 3 4			
4735 24-9-94	Corpl. Macpherson, A.			1	30						30	1/8	2 10 0			
3469 17-6-89	Lce.-Corpl. Steward, A.			1	30						30	1/3	1 17 6	30	1d.	2 6
4526 30-8-92	Dr. Harris, J.			1	30						30	1/1	1 12 6	30	2d.	5 0
101 1-11-81	Pte. Atkins, T.			1	30						30	1/-	1 10 0	5	2d.	10
														25	3d.	6 3
2202 15-12-85	,, Barry, M.			1	30	1	2	7		10	20	1/-	1 0 0	11	1d.	11
3310 29-3-89	,, Bennett, W.			1	15						15	1/-	15 0	15	1d.	1 3
4080 13-10-90	,, Gibson, M.			1	30						30	1/-	1 10 0			
4178 4-5-91	,, Kent, E.			1	30	7	3	3		13	17	1/-	17 0			
1272 4-9-82	,, O'Brien, P			1	30	2	1	3		6	24	1/-	1 4 0			
2615 27-11-87	,, Sutton, J		1 0 u/c. last	1	30						30	1/-	1 10 0	30	1d.	2 6
			1 6 G.C. mon P. th.													
Carried to Summary of Totals, Form 2 ...	Total No. of days...					10	6	13		29	356			146		
	,, Amount		1 0										33 9 4			19 3

CREDITS.

Corps Pay. No. of days.	Rate.	Amount. £ s. d.	Allowance in lieu of Rations. No. of days at 6d.	Amount. £ s. d.	Messing Allowance. No. of days at 3d.	Amount. £ s. d.	Other Credits due by the Public. Particulars.	No. of days.	Rate.	Amount. £ s. d.	TOTAL CREDITS. £ s. d.	Imprisonment expires on
			30	15 0							8 5 0	
					30	7 6					6 7 6	
					30	7 6	Co. Accountant.	30	1/-	1 10 0	6 7 6	
					10	2 6					1 5 10	
					30	7 6					2 17 6	
					30	7 6					2 7 6	
					30	7 6					2 5 0	
					30	7 6					2 4 7	
			10	5 0	20	5 0	Subsistence Allce.	2	3½d.	7	1 11 6	
					15	3 9					1 0 0	
					19	4 9					1 14 9	
					5	1 3	Subsistence Allce.	3	3½d.	10½	19 1½	
					12	3 0	Subsistence Allce.	1	3½d.	3½	1 7 3½	
			18	9 0	20	5 0					2 9 0	
			58	... ...	281	... ...				1 11 9	41 2 1	

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ACCOUNT.

CREDITS

Corps Pay.					Allowance in lieu of Rations.				Messing Allowance.					Company	
														Cash	
No. of days.	Rate.	Amount. £	s.	d.	No. of days at 6d.	Amount. £	s.	d.	No. of days at 3d.	Amount. £	s.	d.	Particulars.	Debt from last month. £	s.	d.	Daily or Weekly Payment £	s.
					30		15	0									7	19
									30		7	6					6	0
									30		7	6	Co. Acc			6	6	3
									10		2	6					1	4
									30		7	6					1	19
									30		7	6					2	A.C. 0 19
									30		7	6					1	15
									30		7	6					1	15
					10		5	0	20		5	0	Subsisten				1	11
									15		3	9						9
									19		4	9			18	0		3
									5		1	3	Subsisten					7
									12		3	0	Subsisten					16
					18		9	0	20		5	0					1	12
.....	.....	.....	...	...	58	...	...	...	281	...	...	...	.....	.....	.....	.....	.....	.....
.....	.....	.....	...	...	.....	1	9	0	.....	3	10	3	.....	.....	18	6	33	19

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PAY ACCOUNT

DEBITS.																BALANCES					
Company.																Due by the Public.			Due to		
Debt from last month.			Cash Payments.						Stoppages due to the Public.			TOTAL DEBITS.				Dr. Balances on Non-Effective Accounts of Deserters, etc.			Cr. Balances of Effects of Deserters.		
			Daily or Weekly Payments.			Regimental Bills.															
£	s.	d.	£	s.	d.	£	s.	d.	£	s.	d.	£	s.	d.		£	s.	d.	£	s.	d.
			7	19	7		5	5				8	5	0							
			6	0	5		3	6		3	7	6	7	6							
		6	6	3	7		3	5				6	7	6							
			1	4	8		5	10				1	10	6							
			1	19	0		10	2		4	9	2	13	11							
			2	0	10 A.C.B	2	10	2			7½	2 3 A.C.B.	10	11½							
			1	15	6		9	6				2	5	0							
			1	15	6		9	6				2	5	0							
			1	11	7		4	3				1	15	10							
				9	6½		9	1½		1	4	1	0	0							
	18	0		3	6		10	5½		16	0	2	7	11½							
				7	0		3	1		8	9½		18	10½							
				16	10		4	10½		7	7	1	9	3½							
			1	12	6		1	3½		10	11½	2	4	9							
18	6		33	19	4½	4	10	7	2	13	7½	42	2	1							

—continued.

CLOTHING ACCOUNT

at end of the month.																							REMARKS
the Public.	Due by or to the Soldier.						Credit Balances last month.			Balances of Men on joining.			Compensation allowed this month.			Transferred to Form 1, Pay Account (other Company Credits), or to Form 4 for Men going to other payments.			Credit Balances this month.				
Cr. Balances of Effects of Deceased Men.	Dr.			Cr.																			
£	s.	d.	£	s.	d.	£	s.	d.	£	s.	d.	£	s.	d.	£	s.	d.	£	s.	d.	£	s.	d.	
							9	6											9	6			
							1	11	7										1	11	7		
			4	8			1	9												1	9		
						3	7																
			3	5½																			
				5																			
			4	4																			To Depôt 16th
			13	2½																			
						3																	
			2	0																			
						4	3																
	1	8	1		8	1	2	2	10										2	2	10		

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—continued.

at end of the month.

the Public.			Due by or to the Sold				
Cr. Balances of Effects of Deceased Men.			Dr.			Cr.	
£	s.	d.	£	s.	d.	£	s.
				4	8		
							3
				3	5½		
					5		
				4	4		
				13	2½		
				2	0		
							4
			1	8	1		8

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(VII).—Cash Book and Ledger.

This book, as its name implies, consists of two parts. In the first part, which is the Cash Book, the Officer Commanding the squadron or company keeps, in his own handwriting, an account of all his cash receipts and payments. On the receipt side are entered all moneys received from the Paymaster or others; on the payment side are entered the disbursements, and the purpose for which paid, *e.g.*, "Weekly Pay," "Company Bills," etc. A receipt is to be taken, when possible, by the signature of the recipient against the item, or when this is not possible, a separate voucher must be obtained and the word "Receipt" written in the signature column. If the Officer keeps a banking account for his public funds, cheques or cash paid into the Bank will be entered in the Bank column on the "Receipts" side of the book, and all cheques drawn on the Bank will be similarly entered on the "Payments" side. When the cheque is payable to "self," the cash received for it will be entered in the Cash column on the "Receipts" side. The account must be balanced monthly, and if there is a Bank account the Bank Pass Book should also be balanced and the entries checked. The balance "Cash in hand" or "due to Officer" must agree with the amount shown in the Balance Sheet (Form 7) of the Pay List; and the amounts received from the Paymaster must agree with those shown on the Dr. side of the General State (Form 4) of the Pay List.

Inst. Pay Duties, 38, 39, 42, 43, 46.

In the second part of the volume a separate ledger account is kept for each Company Fund, *e.g.*, "Barrack Damages," "Contingent Account," "Rifle Club," etc.

Inst. Pay Duties, 40.

These various accounts will be kept as follows:—

Barrack Damage Account.—On the Dr. side will be entered all payments made on account of barrack damages, such as Engineer charges for fixtures, or charges made by the Barrack Department for loss or damage of barrack furniture. These charges are

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recovered by the Paymaster through the Pay List in the General State (Form 4). Payments made to the Pioneer Serjeant or other regimental tradesmen for small repairs, such as glass, etc., are likewise entered, and the entries must correspond with the amounts shown as so paid in the Cash Book. On the Cr. side are shown the amounts recovered from the men for Barrack Damages, and these amounts must agree with the totals of these charges in the columns "Regimental Bills" in the Pay and Mess Book. The account must be balanced monthly, as must all the other Ledger Accounts, and the debt or credit is shown as an "Asset" or "Liability" in the Balance Sheet (Form 7) of the Pay List. **Inst. Pay Duties, 22, 47.**

Contingent Account.—This account shows the expenditure of the annual allowance granted for each squadron, battery, or company, to defray small miscellaneous expenses connected therewith. The amount varies according to the establishment of the rank and file of the company, etc. If under 80, the amount is £8; if under 120, it is £12; and so on. It is credited at the rate of one-twelfth of the allowance monthly by the Paymaster in the Pay List, in the Abstract (Form 3). The chief expenses to be defrayed out of the allowance are pay of storeman, postage and stationery, repair of arm chests, and cleaning materials. The amount shown in the Ledger Account must agree with the sums paid for these items in the Cash Book. **A.R., 661, 665.**

The Ledger Accounts for all the other Company Funds are similarly kept, and the monthly balances, debt or credit, shown as Assets or Liabilities in the Balance Sheet (Form 7) of the Pay List.

Questions.

1. Describe the nature of the entries made in Form 2 of the Pay List.
2. What use does the Officer Commanding a company or squadron make of the Cash Book and Ledger?
3. Relative to the Pay and Mess Book:—

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(*a*) State briefly how the page headed "Messing" should be kept, and by whom?

(*b*) How often is a squadron or company usually paid, under what headings are the payments entered, and in whose presence are they made?

(*c*) Give two examples of public stoppages and regimental bills respectively.

4. To whom, as depositors, are Military Savings' Books open? What rate of interest is allowed?
5. Describe the Cash Book and Ledger, and mention some of the items that usually appear in it?
6. Describe the Daily Messing Book. How is the amount available for expenditure in extra messing on any given day determined?
7. Give some examples of charges which come under the heading "Regimental Bills" in the Pay and Mess Book.
8. On settling-up day, a soldier of your company wishes you to explain to him his accounts. What information on the subject would you obtain from the Pay and Mess Book and from Form 1 of the Pay List?
9. Explain the use and usual contents of the Cash Book and Ledger. What is the proper manner of keeping therein such accounts as "Barrack Damages," and "Contingent"? Explain the meaning of "Contingent" as used in this connection.
10. Describe the arrangement of the Pay and Mess Book. Give details concerning the proper keeping of the page headed "Messing," and the check it provides as to the correct number of rations to be drawn from the public.
11. A Captain commanding a company considering that a certain private always wrote his signature very badly, ordered him, at the monthly settlement of accounts, to make his "mark" instead of signing the Duplicate Pay List; this mark was duly attested by the Pay Serjeant, as a witness. Criticise this procedure.

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12. How are the monthly accounts treated for men who, at the end of the month, are—
    (*a*) On furlough?
    (*b*) In prison?
    (*c*) Absent without leave?
13. In Form 1 of the Pay List appears a column "Stoppages due to the Public." Give some examples of charges which would be included under this heading. Where would a detailed account of such charges, for any particular month, be found?
14. What is the Pay and Mess Book, and how is it kept?
15. In what circumstances are offences committed by a soldier not entered in the Company Defaulter Book?
16. (*a*) On what date in June should the Pay List for men of a squadron or company be rendered to the Station Paymaster for his observations?
    (*b*) What is the limit (in pounds) that the balance shown in a monthly Pay List to be due to the public should not, as a rule, exceed?
    (*c*) How are any alterations that may be necessary in a Pay List to be shown?
17. State briefly the principal instructions for keeping the Company Defaulter Book, what is to be entered therein, and the method of entering acts of drunkenness.

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Section V.—SYSTEM OF PAYMENT, MESSING, AND SUPPLY OF NECESSARIES.

(I.)—Payment.

Cash is issued weekly by the Station Paymaster to Adjutants of cavalry regiments or infantry battalions, who sign a receipt for the same, and distribute it to Officers Commanding squadrons and companies, taking their receipts for the same, which are forwarded to the Paymaster. Each Officer Commanding a squadron or company sends in a weekly requisition for cash to the Adjutant, and this Officer embodies these accounts into one return, which he sends in to the Paymaster. Officers Commanding depôt companies, or units of the other arms other than cavalry or infantry, receive their cash direct from the Paymaster.

Inst. Pay Duties, 36.

Men are paid weekly, in arrear, in the presence of an Officer. On pay day, having been warned at what hour the Officer will pay, they turn up in fatigue dress. The Officer, having taken the money to the Squadron-Quartermaster-Serjeant's or Colour-Serjeant's room, counts it to see it is correct. The men's names are called out by the Pay-Serjeant (the Squadron-Quartermaster-Serjeant or Colour-Serjeant) in the order in which they appear in the Pay and Mess Book, with the amount each man is entitled to, which the Pay-Serjeant has previously calculated and marked in pencil against the man's name in the Pay and Mess Book; the Officer hands this amount to the man, and sees the Pay-Serjeant ink in the entry. When all have been paid, the amount is totalled and the balance of money (if any) checked, and the Officer signs the Pay and Mess Book. No money is to be paid to the men except in the presence of an Officer, who will invariably sign the entry of the total sums so paid. **R.W., 935; Inst. Pay Duties, 4, 5.**

The amount due to each man on any ordinary pay day is calculated by the Pay-Serjeant by crediting him with all

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the pay, extra duty pay, good conduct pay, allowance in lieu of rations, messing allowance, and any other sums due to him up to date; and by debiting him with any public stoppages for fines, hospital, clothing, and necessaries, etc., any pay forfeited, charges for messing and washing, and other regimental bills incurred by him up to date. The balance shows what he can draw as a cash payment. It is usual to keep a soldier a little in credit till the last pay day, so as to meet the bills for barrack damages, and the various subscriptions which will have to be paid by him at the end of the month. The full amount of any public stoppage to which a man becomes liable is to be entered at once in the Pay and Mess Book, and recovered in full as soon as possible after it is known. The whole of a man's pay can be stopped to pay his debts, provided he is left a residue of one penny a day. Of course, on days on which his pay is forfeited, he has no residue left. A man in debt is not to receive cash payments at the rate of more than 2d. a day without the approval of the Officer Commanding the regiment or battalion. **Inst. Pay Duties, 5, 6; R.W., 957** *note.*

(II.)—MESSING.

It is the duty of Officers Commanding to see that the men's meals are properly provided. The Orderly Officer is to attend at the issue of rations and inspect the kitchens daily, and to visit the barrack-rooms during the breakfast, dinner, and evening meal hours, to see if there are any complaints. **Q.R., 697, 699.**

The usual hours for meals at home stations are: Breakfast, 8 a.m.; dinner, 1 p.m.; and tea, 4.30 p.m.

The food for these meals consists partly of the Government ration, which is provided free, and partly of articles of extra messing, paid for by the men.

At home stations, every Warrant Officer, Non-Commissioned Officer, and man is entitled to a free ration daily, or the allowance of 6d. in lieu; and at stations abroad, wives of men on the Married Roll are entitled to a half-ration, and their children under 14 years of age to a quarter-ration. The ration consists of 1 lb. of bread and $\frac{3}{4}$ lbs. of meat (or under canvas, 1 lb.); the meat is weighed uncooked, and

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includes a proportion of bone. In billets, soldiers do not get rations, as a hot meal is provided by the person on whom they are billetted. **A.R., 17, 19, 23, 31.**

At home stations, rations are, as a rule, inspected by a garrison board, at noon on the day previous to that of issue, except on Saturday, when the supplies for Sunday and Monday will be inspected at 2.30 p.m. In hot weather, the inspection sometimes takes place at 7.30 a.m. on the day of issue. The regimental issue to messes is made in the presence of the Orderly Officer and the Quartermaster, the former being responsible for their quality, the latter for quantity only. **Q.R., 656, 700.**

The allowance of 6d. in lieu of rations may be drawn by the following:—

(*a*) All persons entitled to rations, when there is no contract at the station for rations, or when travelling;
(*b*) Married Warrant Officers;
(*c*) Men on pass or furlough;
(*d*) Men employed in the Officers' Mess;
(*e*) Servants to Officers living at a distance from barracks. **A.R., 31.**

The extra messing is provided for by a daily stoppage from the men's pay, the rate of which varies in different corps and at different stations, but it must never exceed 5d.; the usual rate is 3d. a day. This charge is made against every man for every day he is in mess, except Serjeants and men married with leave. Serjeants mess together in the Serjeants' Mess, of which mess all the Serjeants in the unit must be members. Lance-Serjeants, if paid as such, must also be members; unpaid Lance-Serjeants have the option of being members or not. Married men are not charged messing, as they live at home with their families. The band and drummers mess separately, but pay the same rate for messing as the rest of the battalion, and the amount is recovered through their companies and paid to the Adjutant. **R.W., 957; Q.R., 994 (i.).**

Men are not charged "messing" on any days they are not "in mess," *i.e.*, when they are absent, on furlough, in prison, or in hospital. The day a man is admitted to

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hospital his rations, etc., are sent from his company, and he is shown that day as "in mess," and charged messing accordingly. Men are usually discharged from hospital in the evening, and are therefore subsisted that day in hospital, and shown as "in hospital," and are not charged messing that day with their company. **Morrison, p. 159; A.R., 60.**

The extra messing is, as far as possible, obtained through the Regimental Institute. The account of the same is kept by the Non-Commissioned Officer in charge of messing (usually the Orderly Corporal) in each squadron or company, in the Daily Messing Book; the manner of keeping which has been already explained. The Commanding Officer is to arrange for the disposal of all refuse from the cooking, and the sum accruing, after paying any such charges as the provision of brown holland clothing for the cooks, and the washing of the same, is to be divided among the squadrons or companies in proportion to their strength. The account of the fund is to be published monthly in Orders. **Q.R., 698, 699.**

In order to increase the soldier's pay by meeting the cost of the charge made against him for this extra messing, an allowance has been granted, called a "Messing Allowance," of 3d. a day, which is granted to all soldiers under the rank of Warrant Officer under the following conditions:—

(*a*) To all soldiers whose permanent rank is above that of private;

(*b*) To all not above that rank if—

(1) His Commanding Officer and the Medical Officer certify he is 19 years of age;

(2) His Commanding Officer certifies he has been six months under training, and has made satisfactory progress;

This messing allowance may be drawn for any day on which the soldier is entitled to a ration or ration allowance, except days on which he does not draw pay, or is in hospital.

A.R., 87–91; Q.R., 707; A.O. $\frac{82}{00}$.

Subsistence Allowance is granted in the case of men confined in the guard-room as prisoners who have forfeited their pay, to meet the charge made by their Squadron or

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Company for extra messing. The rate is not fixed, but must be certified not to exceed the rate charged for messing and washing. **A.R., 84.**

In each Cavalry Regiment or Infantry Battalion serving elsewhere than in India, a Serjeant Cook is allowed to superintend the cooking done in the Regimental Cook-houses. He must have been trained at the School of Cookery, Aldershot, and be in possession of the certificate of qualification. One man per Squadron or Company, and one for the Band and Drums, will be placed under his orders as Squadron or Company cook, and will not be changed except for misconduct. A second cook may be trained at Aldershot ready to replace the Serjeant Cook when required, or to superintend the cooking for a detachment. In order to encourage the Squadron or Company cooks to do their best with the materials supplied, the Orderly Officer is to record daily, in a book kept for the purpose, which Squadron or Company dinner he thinks best served ; and a prize of 5/- is given monthly to the cook who has done best during the month. **Q.R., 702—705.**

(III.)—Supply of Necessaries.

The term "necessaries," includes all the small articles of a soldier's kit, which are not "clothing," *e.g.*, brushes, comb, fork, knife, spoon, razor, shirts, socks, towel, hold-all, blacking, etc. A recruit, on joining, receives a complete outfit of these with his free kit, but he has to keep them up afterwards at his own expense. The articles comprised in the free kit, and their value, are entered in the Free Kit Issue Sheet, which is signed by the recruit, the Officer Commanding the Squadron or Company, the Pay Serjeant, and the Paymaster. Kit inspections are held once a week, to ensure that each man has a complete and serviceable kit. If he makes away with, or loses by neglect, any of his kit, he is liable to punishment, and has, of course, to replace the articles at his own expense. Necessaries are supplied to units from the Army Clothing Depôt, at Pimlico, on the requisition of the Commanding Officer, and are kept in the charge of the Quartermaster, who issues them to Officers Commanding Squadrons and

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Companies, on their requisition. The value of the articles issued to the men is charged against them in their accounts under the head of "Public Stoppages," and is recovered by the Paymaster from the Officer Commanding the Squadron or Company through the Pay List; the "Requisition," on A.F. H 1180 or 1181, on which they were demanded from the Quartermaster, being sent in as a voucher with the Pay List. A Board of Officers assembles on 31st March each year to check the articles remaining in the Quartermaster's Stores with the balances shown in his books. **C.R., 111, 112, 145, 278.**

QUESTIONS.

1. Explain fully the process by which public money is obtained by the Officer Commanding a Squadron or Company for the payment of his men, and proper receipts for the same rendered to the person who issues the same.
2. Describe the method commonly adopted for the distribution to the men, of the pay they are entitled to.
3. What is included under the term "Regimental Necessaries," and under what conditions does the soldier receive them?
4. How would you determine the amount of the "cash payment" to be made to a soldier on pay day? Illustrate your answer by fixing the amount to be given, on the 7th and 14th respectively, to an Infantry soldier, who was 4/8 in credit last month. Assume that he pays 3½d. a day for messing and washing, and that he incurred, on the 4th, a tailor's bill of 2/7.
5. A soldier on home service gets a ration daily, free of charge. Of what does this ration consist? How is the food thus supplied, supplemented in the barrack room? Explain the meaning of the terms "Messing Allowance," "Ration Allowance," "Subsistence Allowance."
6. What is meant by the term "Regimental Necessaries," under what conditions are these issued to a soldier in the first instance, and how is his kit subsequently maintained complete and in serviceable condition?

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7. Give the general rules for charging a soldier with "Messing and Washing" in his accounts, explaining when it would not be chargeable, and the meaning of the phrase "Subsistence Money" in this connection?
8. What are barrack damages, and from whom is the money to make them good, recovered?
9. What is meant by "Messing Allowance," and under what conditions is it drawn?
10. Describe fully the system of messing and cooking for the rank and file at home.
11. Under what circumstances may a money allowance be drawn in lieu of rations?

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SECTION VI.—PAY OF NON-COMMISSIONED RANKS.

(I.)—RATES OF ORDINARY PAY.

CAVALRY.

	Household Cavalry.	Cavalry of the Line.
	s. d.	s. d.
Corporal-Major	5 10	
Serjeant-Major		5 4
Bandmaster	5 6	5 6
Quartermaster Corporal-Major, or Quartermaster-Serjeant	4 6	4 4
Farrier Quartermaster-Corporal, or Farrier Quartermaster-Serjeant	4 3	4 0
Squadron Corporal-Major, or Squadron Serjeant-Major	4 6	4 4
Squadron Quartermaster-Corporal, or Squadron Quartermaster-Serjeant	3 6	3 4
Squadron Corporal-Major Rough Rider, or Squadron Serjeant-Major Rough Rider	4 0	3 10
Corporal-Instructor in Fencing, or Serjeant-Instructor in Fencing	3 3	3 3
Farrier Staff-Corporal, or Farrier Staff-Serjeant ...	3 10	3 4
Corporal of Horse, or Serjeant...	3 0	2 8
Corporal-Trumpeter, or Serjeant-Trumpeter ...	3 2	2 8
Saddler-Corporal, or Saddler-Serjeant	4 0	3 8
Farrier-Corporal, or Farrier-Serjeant...	3 4	2 10
Lance-Serjeant		2 4
Shoeing Smith Corporal	2 9	2 2
Corporal	2 8	2 0
Saddler-Corporal, or Saddle-tree maker Corporal ...		2 0
Lance-Corporal		1 6
Kettle Drummer	2 4	1 9
Saddler	2 4½	1 9½
Saddle-tree maker	2 4½	1 9½
Shoeing Smith	2 3	1 8
Trumpeter	1 11	1 4
Private or Bandsman	1 9	1 2
Boy until 18, or on establishment of the Band ...	8	8

R. W., 691, 754.

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Royal Artillery.

	Horse Artillery.	Field and Mountain Artillery.	Garrison Artillery.
	s. d.	s. d.	s. d.
Master Gunner, 1st Class...			6 0
Master Gunner, 2nd Class			5 8
Serjeant-Major	6 0	5 10	5 10
Bandmaster			6 0
Master Gunner, 3rd Class			4 6
Quartermaster-Serjeant	4 4	4 2	4 2
Farrier Quartermaster-Serjeant and Carriage Smith	4 5	4 3	
Collar-maker Quartermaster-Serjeant...	3 11	3 9	
Wheeler Quartermaster-Serjeant ...	3 11	3 9	
Battery Serjeant-Major, or Battery Quartermaster-Serjeant ...	4 4	4 2	
Company Serjeant-Major...			4 0
Company Quartermaster-Serjeant ...			3 9
Serjeant-Instructor of Gunnery ...		4 0	4 0
Farrier Staff-Serjeant and Carriage Smith	4 3	4 1	
Serjeant	3 4	3 2	3 2
Serjeant-Trumpeter	3 4	3 2	3 2
Farrier Serjeant and Carriage Smith .	3 9	3 7	3 7
Collar-maker Serjeant	3 4	3 2	
Wheeler Serjeant	3 4	3 2	
Serjeant of the Band			3 6
Corporal	2 8	2 6	2 6
1st Corporal of the Band...			2 9
Shoeing Smith Corporal and Carriage Smith	2 6	2 4	
Collar-maker Corporal	2 8	2 6	
Wheeler Corporal	2 8	2 6	
Bombardier	2 5	2 3	2 3
Collar-maker Bombardier	2 5	2 3	
Wheeler Bombardier	2 5	2 3	
2nd Corporal of the Band			2 6
Acting Bombardier (gunner)	1 9	1 7	1 7
Acting Bombardier (driver)	1 8	1 7	
Shoeing and Carriage Smith	2 2	2 0	2 0
Musician			1 5
Trumpeter	2 0	1 2½	1 2½
Gunner	1 4	1 2½	1 2½
Driver...	1 3	1 2½	
Boy, until 18...	8	8	8

R.W., 691, 757.

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ROYAL ENGINEERS—

	s.	d.
Serjeant-Major	6	0
Bandmaster	6	0
Quartermaster-Serjeant	4	6
Farrier Quartermaster-Serjeant and Carriage Smith... ...	4	3
Troop or Company Serjeant-Major, or Troop or Company Quartermaster-Serjeant	3	9
Farrier Staff-Serjeant and Carriage Smith	4	1
Serjeant	3	3
Farrier Serjeant and Carriage Smith	3	7
Serjeant Trumpeter, or Serjeant Bugler	4	6
Corporal	2	6
2nd Corporal	2	2
Shoeing Smith Corporal and Carriage Smith	2	4
Shoeing and Carriage Smith	2	0
Lance-Corporal	1	6
Sapper, Driver, or Bandsman	1	1½
Bugler, or Trumpeter	1	1½
Boy until 18, or on the establishment of the Band		8

R.W., 691, 773.

INFANTRY.

	Foot Guards. s.	d.	Infantry of the Line. s.	d.
Serjeant-Major	5	2	5	0
Bandmaster	5	0	5	0
Quartermaster-Serjeant	4	0	4	0
Colour-Serjeant	3	2	3	2
Serjeant-Instructor of Musketry	3	3	3	3
Serjeant	2	6	2	4
Serjeant Drummer, Serjeant Piper, or Serjeant Bugler	2	6	2	4
Lance-Serjeant	2	2	2	0
Corporal	1	9	1	8
Lance-Corporal	1	4	1	3
Bugler, Piper, or Drummer	1	2	1	1
Private, or Bandsman	1	1	1	0
Boy until 18, or on establishment of the Band ...		8		8

R.W., 691, 778.

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Army Service Corps.

	s.	d.
First-Class Staff Serjeant-Major	6	0
Serjeant-Major...	5	6
Staff Serjeant-Major...	5	3
Company Serjeant-Major		
Farrier Quartermaster-Serjeant		
Collar-maker Quartermaster-Serjeant	4	3
Wheeler Quartermaster-Serjeant		
Staff Quartermaster-Serjeant		
Company Quartermaster-Serjeant		
Farrier Staff-Serjeant		
Collar-maker Staff-Serjeant	3	9
Wheeler Staff-Serjeant		
Staff-Serjeant		
Serjeant	2	7
Lance-Serjeant...	2	3
Corporal		
Farrier Corporal and Carriage Smith	2	0
Collar-maker Corporal		
Wheeler Corporal		
2nd Corporal	1	9
Lance-Corporal	1	5
Shoeing and Carriage Smith		
Trumpeter	1	2
Driver		
Private		
Boy, until 18		8

The pay of a Non-Commissioned Officer above rank of Serjeant is increased by 6d. a day after three years' service in his rank or appointment, if specially recommended by his Commanding Officer.

R.W., 691, 787.

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Army Ordnance Corps.

	s.	d.
Conductor	6	0
Sub-Conductor	5	3
Serjeant-Major	5	6
Staff Quartermaster-Serjeant	4	3
Staff Serjeant	3	9
Serjeant	2	7
Lance-Serjeant	2	3
Corporal	2	0
2nd Corporal	1	9
Lance-Corporal	1	5
Bugler ... ... } Private ... ... }	1	2
Boy until 18, or on the establishment of the Band		8

The pay of a Staff Quartermaster-Serjeant or Staff Serjeant is increased by 6d. a day after three years' service in the rank, if specially recommended by his Commanding Officer.

R.W., 691, 808.

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The pay of Orderly-room Serjeants and Orderly-room Clerks of all arms of the service depends on the rank of the Non-commissioned Officer holding the appointment, or the number of years he has served in the appointment. The rates of pay and ranks are as follows:—

	Rank.	Household Cavalry.	Cavalry of the Line.	Royal Artillery.	Foot Guards.	Infantry of the Line.
ORDERLY-ROOM SERJEANT—		s. d.	s. d.	s. d.	s. d.	s. d.
On appointment	Serjeant	3 0	2 8	2 8	2 6	2 6
On appointment if a Serjeant of Artillery or Engineers, or Col.-Serjeant of other arms; or after three years in receipt of next lower rate	Col.-Serjeant or equivalent rank	3 6	3 2	3 2	3 0	3 0
On appointment if a Quartermaster-Serjeant or after three years in receipt of next lower rate	Q.M.-Serjeant or equivalent rank	4 0	3 8	3 8	3 6	3 6
After three years in receipt of next lower rate	Q.M.-Serjeant or equivalent rank	4 6	4 2	4 2	4 0	4 0
ORDERLY-ROOM CLERK—						
On appointment	Corporal		2 0	2 6		1 8
On appointment if a Serjeant, or after three years' service as Corpl.	Serjeant		2 8	3 2		2 4

R.W., 825, 831.

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(II.)—ENGINEER AND CORPS PAY.

Engineer pay is granted to Non-commissioned Officers and men of the Royal Engineers when effective and at their duty after they have been dismissed recruits' drill. It is not issued for Sundays, unless the man is certified as necessarily employed on the public works that day. The rates are as follows :—

		s.	d.
1st rate ;	granted to Non-commissioned Officers keeping accounts of troops and companies with an establishment of 160 rank and file or upwards, or under special circumstances	2	0
2nd rate ;	granted to men of approved trades classed as very superior	1	8
3rd rate ;	granted to men of approved trades classed as superior ...	1	4
4th rate ;	granted to men of approved trades classed as skilled ...	1	0
5th rate ;	granted to men of approved trades classed as fair	0	8
6th rate ;	granted to superior labourers or drivers, and trained men	0	6
7th rate ;	granted to ordinary labourers or drivers, and men under instruction	0	4

R.W., 915, 917—921, 930.

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Corps pay is granted to Non-Commissioned Officers and men of the Army Service Corps and Army Ordnance Corps, below the rank of Staff-Serjeant, when effective and at their duty.

The rates are as follows :—

	s.	d.
1st rate	1	2
2nd rate		11
3rd rate		8
4th rate		6
5th rate		3

R.W., 788, 809.

Engineer or Corps pay is not issued to any Non-Commissioned Officer or man in the following cases :—

1. When on the sick list, in hospital or quarters.
2. When absent, with or without leave.
3. On any day when ordinary pay is forfeited.
4. When under arrest or detention, unless acquitted.
5. When confined to barracks.
6. When employed as officer's servant, or in the officers' or serjeants' mess, canteen, recreation room, tailor's or shoemaker's shop.

R.W., 817, 829.

(III.)—Extra Duty Pay.

Extra duty pay is granted to men temporarily performing the duties of a higher rank than their own, or performing certain specified duties, or holding certain appointments. These different appointments and rates of extra duty pay are very numerous ; among the most usual, however, are the undermentioned :—

	s.	d.
The Non-Commissioned Officer keeping the accounts of a squadron, battery, or company—		
For an establishment of 80 rank and file.		
If a Squadron-Quartermaster-Serjeant or Colour-Serjeant	1	0
If of lower rank	1	6

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	s.	d.
For an establishment of under 80 rank and file.		
If a Squadron-Quartermaster-Serjeant or Colour-Serjeant		6
If of lower rank	1	0
Serjeant Cook		6
Acting Garrison Provost Serjeant or Regimental Provost Serjeant		6

Regimental Transport—	Cavalry. s.	d.	Infantry. s.	d.
(*a*) Peace Establishment :				
N.C.O.				4
Private and Shoeing Smith per animal (monthly) ...				6
(*b*) War establishment :				
Serjeant	1	0		
Serjeant and Farrier ...			1	0
Private as Shoeing Smith, Saddler, or Wheeler ...		6		6
Private as Driver		4		6

R.W., 841, 844, 849, 862.

(IV.)—FORFEITURE OF PAY.

A soldier shall forfeit his pay for every day—

(*a*) Of absence on desertion or without leave.
(*b*) Of imprisonment.
(*c*) Of detention :—

(1) On a charge of which he is afterwards convicted by Court-Martial or Civil Court, unless no entry of the civil conviction is made in the Regimental Defaulters' Book.

(2) On a charge of absence for which he is awarded imprisonment by his Commanding Officer.

(3) In consequence of a confession of desertion or fraudulent enlistment, if the forfeiture is ordered by the competent military authority when dispensing with his trial.

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(d) On which he is in hospital through sickness, certified by the Medical Officer to have been caused by an offence against the Army Act committed by him. **R.W., 946.**

A man is considered to have been absent or in confinement for one day when—

(a) He has been absent or in confinement for six consecutive hours, whether wholly in one day or partly in one day and partly in another.

(b) Owing to his absence, or being in confinement, he has missed some duty, which was thereby thrown on another soldier.

But he must never be reckoned as absent for more days than the number during the whole or a part of which he was absent. **R.W., 947, 948.**

(v.)—Good Conduct Pay.

All ranks under that of Corporal, Second-Corporal, or Bombardier can earn good conduct badges, under the following conditions. Each badge carries with it a penny a day good conduct pay, except that such good conduct pay is never to be drawn on any day on which ordinary pay is forfeited.

R.W., 1085, 1086.

The service required for each badge is as follows :—

For one badge	2	years' service.
For two badges	6	,, ,,
For three badges ...	12	,, ,,
For four badges	18	,, ,,
For five badges	23	,, ,,
For six badges	28	,, ,,

If a man's name has not been entered in the Regimental Defaulters' Book for the last 14 years, he can earn the last three badges after periods of service shorter by two years than those stated above. **R.W., 1088, 1089.**

Provided he has the required service, a good conduct badge will be granted to a soldier on completing a "term of good conduct," *i.e.*, a period of two years without an entry in the Regimental Defaulters' Book. If the last entry was

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imprisonment, such period is reckoned from the date of the expiration of the imprisonment ; otherwise, it is reckoned from the date of award. A second or later badge is not to be granted until the badge or badges previously awarded have been held during a complete " term of good conduct."

R.W., 1095, 1096.

One badge held by a soldier is forfeited every time his name is entered in the Regimental Defaulters' Book. A General or District Court-Martial may sentence a man to forfeit any or all of his badges.

A soldier forfeits all his badges—

1. (*a*) When convicted of an offence under Sec. 18, Army Act.
   (*b*) When he forfeits service towards limited engagement.
2. When sentenced by Court-Martial or Civil Court to imprisonment exceeding six months.
3. When discharged (*a*) with ignominy ;
   (*b*) as incorrigible and worthless
   (*c*) for misconduct ;
   (*d*) on conviction by the Civil Power ;
   (*e*) on being sentenced to penal servitude ;
   (*f*) for false answer on attestation.

The forfeiture is reckoned from the date on which punishment has been awarded. **R.W., 1101, 1107.**

A man who forfeits a badge may have it restored on completing a " half term of good conduct " ; if he has forfeited more than one badge, he must complete a " half term of good conduct " before each badge is restored.

R.W., 1108.

A Non-Commissioned Officer, who would be granted badges if of lower rank, is shown in his record of service as " entitled " to each badge, and if reduced to a rank eligible for badges, will be granted the number, less one, that he was entitled to. **R.W., 1099.**

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Questions.

1. Privates A., B., and C., are on pass till midnight, 8th June.
   Private A. returns at 5 a.m. on the 9th.
   „ B. „ „ 11.30 p.m. on the 11th.
   „ C. „ „ 7 p.m. on the 10th.
   What is the maximum forfeiture of pay, if any, to which each of the above men is liable?
2. What is a "half term of good conduct"? A soldier in possession of one good conduct badge is absent from 7th to 11th June, 1899. On the 12th he is awarded "72 hours' imprisonment with hard labour, and 14 days' C.B." What is the date of forfeiture of the badge held by him; and assuming that he has no further entry, what will be the date on which he will regain it?
3. Private E. absents himself without leave from Commanding Officer's parade at 10 a.m. He reports himself to the Orderly-Serjeant at 1 p.m. the same day. Is he liable to forfeiture of pay for this offence? Give the rule.
4. A soldier is confined in the guard-room at noon on 19th December, charged with being drunk in barracks and resisting the escort. At 9 a.m. on the 21st the Commanding Officer awards him 48 hours' imprisonment with hard labour, and 14 days' C.B. How many days' pay does this man forfeit, and what days will he be recorded as being "imprisoned"?
5. Where are the regulations regarding good conduct badges and pay *officially* laid down? A soldier in possession of two good conduct badges absents himself without leave from 5th to 12th November. On the 13th the Commanding Officer awards him, for this offence, 21 days' C.B. Does this award affect the man's good conduct pay, and if so, in what way?
6. Serjeant H., who was attested on 5th April, 1889, serves without a regimental entry until the 19th December, 1898, on which day he is tried by District Court-Martial, and sentenced to be reduced to the ranks. Assess this soldier for good conduct pay on reduction.

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7. To what extent have the following soldiers rendered themselves liable to forfeiture of pay for absence without leave? Give reasons for your answers.
   Private A. over-stays his pass from 11.30 p.m. on the 12th, till 5 a.m. on the 13th.
   Private B. is absent from tattoo on the 12th, till 10.30 a.m. on the 13th.
   Private C. is absent from tattoo on the 12th, till 12.30 a.m. on the 14th.
8. How do the following punishments affect any good conduct badge or badges held by a soldier :—
   (*a*) Conviction by Court-Martial?
   (*b*) An award by a Commanding Officer of 10 days' C.B.?
   (*c*) Forfeiture of one day's pay for absence?
   (*d*) A fine of 10s. awarded by the Officer Commanding the company?
   (*e*) On a soldier signing a confession of desertion or fraudulent enlistment, where trial by Court-Martial has been dispensed with?
9. Give the daily rate of pay of a Serjeant, Corporal, and Private in the Infantry or Cavalry. What are the regulations as to forfeiture of pay for absence without leave?
10. What length of service must a soldier have before he can be granted the first and other successive good conduct badges, and what other qualifications are required to entitle a soldier to them?
11. Explain when forfeiture of good conduct badges is necessarily incurred (*a*) as a consequence of convictions; (*b*) as a consequence of certain sentences.
12. In what circumstances does a soldier forfeit his daily pay?
13. What periods constitute a "term of good conduct" and a "half term of good conduct"? In what circumstances can a soldier obtain four good conduct badges after 16 years' service?
14. What constitutes a day for the purpose of forfeiture of pay?

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Section VII.—TRANSFER AND DISCHARGE.

(1.)—Transfer to other Corps.

Transfers may be divided into two classes, viz., those without the soldier's consent and those with it. A soldier can only be transferred without his own consent under the following circumstances:—

(1) When enlisted for general service he may, within three months of his attestation, be transferred to any other corps of the same arm of the Service.

(2) When he has been invalided from abroad, or when his corps is ordered abroad and he is, on account of ill-health, unfit to go with it, or is within two years of the termination of his service.

(3) When he is serving abroad and his corps is ordered home, and he has more than two years to serve, unless he has extended his service.

(4) When he has been convicted of desertion or fraudulent enlistment, or his trial for these offences has been dispensed with; or when he has been sentenced by Court-Martial to not less than six months' imprisonment, he is liable to general service in commutation wholly or partly of any other punishment. **A. Act, s. 83.**

A soldier may at any time be transferred with his own consent. Among the most usual classes of voluntary transfer are—

1. To the Royal Artillery, Royal Engineers, or Guards.
2. Recruits irregularly enlisted for a corps for which they are not eligible.
3. Recruits under three months' service wishing to go to another arm of the Service.
4. To enable a younger brother to serve with an elder brother.
5. To serve on the Permanent Staff of the Militia or Volunteers.

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6. To the Army Service Corps or other Departmental Corps.

Q.R., 1767.

In applying for a transfer to another corps, the man's Commanding Officer will (except in a few cases) forward a descriptive return to the Officer Commanding the unit to which it is proposed to post him on transfer, who, if he concurs, will sign and return the Form. The man's Commanding Officer will then submit the application to the General Officer Commanding the District in which he is serving. **Q.R., 1761.**

A transfer should be authorised from a given date, and the soldier will be struck off the strength of his old corps from that date, and taken on that of the new, on the following day; if possible the 1st of a month. When a man is transferred to a different arm of the Service, he should be informed that the conditions of his service will be modified to conform to those of his new corps.

Q.R., 1764, 1766.

When application is made for the transfer of a younger brother to serve with an elder, it should be stated that a *bonâ-fide* relationship appears to exist, as shown by the entries of next-of-kin in their small books. **Q.R., 1767 (v.).**

Men transferred to the Army Service Corps, Royal Army Medical Corps, and other Departmental Corps, will be required to undergo a probation for a period not exceeding three months, during which time they will be retained on the strength of their original corps. If the probation is not satisfactory, the General Officer Commanding will authorise the man's return to his unit. **Q.R., 1768, A, B, C.**

(II.)—TRANSFER TO THE ARMY RESERVE.

When a man is brought forward for transfer to the Reserve, his Commanding Officer will prepare the "Proceedings on Transfer to the 1st Class Army Reserve," and his documents will be disposed of as ordered on the Form. The soldier will state his intended place of residence, and will be warned that if he does not report himself immediately he will forfeit all reserve pay for the period during which he fails to do so. The men will be directed to report to the

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Officers charged with their payment. A man found medically unfit, on being examined prior to transfer, will be discharged as an invalid. **Q.R., 1769, 1772, 1773, 1775.**

When a soldier is transferred on the expiration of his Army service, his Commanding Officer is responsible, if he is serving at home, that he is sent to his selected place of residence by the time his Army service expires; if he is serving abroad, he will be sent home by the first convenient opportunity, and his transfer carried out with the least possible delay. **Q.R., 1778, 1779.**

The transfer to the Reserve of soldiers on conversion of Army service is an indulgence, and can only be granted when the exigencies of the Service permit. A nominal roll is to be kept in units serving at home of men of five years' service and upwards, and of good character, who are desirous of converting their service.

When a soldier of between five and twelve years' service wishes, on reduction to the ranks, to be transferred to the Reserve, the case will be submitted for the decision of the General Officer Commanding. If the man has re-engaged, his re-engagement will be cancelled before transfer.

Q.R., 1781, 1787.

(III.)—DISCHARGE.

A soldier is entitled to be discharged on the termination of the period for which he has engaged or re-engaged.

A. Act, s. 90 (1).

A recruit may claim his discharge on payment of £10 at any time within three months of his attestation, unless the Reserves have been called out. **A. Act, s. 81.**

Other soldiers may be permitted to purchase their discharge on payment of £18, but this is an indulgence, and cannot be claimed as a right. **R.W., 1142**

The Crown has the right at all times to discharge a man whose services are no longer required.

The chief causes of discharge are as under :—

(1) Recruits irregularly enlisted or not likely to make efficient soldiers.

(2) Having claimed it on payment of £10 within three months of attestation.

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(3) Having been claimed by the parish authorities for wife desertion.
(4) For making a false answer on attestation.
(5) As incorrigible and worthless.
(6) Having been sentenced to penal servitude.
(7) Having been sentenced to be discharged with ignominy.
(8) On payment of £18.
(9) Being found medically unfit.
(10) On the termination of his limited engagement.

Q.R., 1805.

When a man is brought forward for discharge, his Commanding Officer will prepare the "Proceedings on Discharge" for confirmation, and will forward his documents for custody in accordance with the instructions on the Form.

Q.R., 1789.

To prevent the re-enlistment of men discharged for misconduct, the confirming officer will transmit descriptive returns of such men to the Editor of the "*Police Gazette.*"

Q.R., 1801.

When a man applies to purchase his discharge (other than a recruit under three months' service), the Commanding Officer will wait 30 days before forwarding his application, to give the man time to reconsider his request. **Q.R., 1806.**

When a man is considered medically unfit for the Service, the General Officer Commanding will cause him to be examined by a medical board, and if they pronounce him unfit, he will be discharged. **Q.R., 1811.**

Soldiers whose discharge is sanctioned while they are serving abroad are to be sent home by the first convenient opportunity, and their discharge carried out with the least possible delay after arrival home. **Q.R., 1825.**

Certificates of discharge or transfer to the Reserve, and certificates of character, will be given to all men discharged or transferred, except men discharged for misconduct, who will receive no certificate of character. No duplicate or copy of these certificates can be given. **Q.R., 1828, 1830.**

To ensure uniformity in estimating and recording a man's character, the following terms are to be used :—

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(1) Exemplary.	(6) Formerly good.
(2) Very good.	(7) Latterly bad.
(3) Good.	(8) Indifferent.
(4) Latterly good.	(9) Bad.
(5) Fair.	(10) Very bad.

An "exemplary" character is only to be given to a man who has served six years, and has no entry in his defaulter sheet after the first two years, or who, having served for twelve years, has had no entry during the last ten years. If a more favourable character than "fair" cannot be given to a Non-Commissioned Officer, the reason is to be recorded in the "Proceedings on Discharge" (or "Transfer"). A "bad" character is not to be given to a Non-Commissioned Officer or a man with a good conduct badge.

Q.R., 1831, 1832, 1834, 1835.

QUESTIONS.

1. Under what circumstances can soldiers, without their own consent, be transferred to a corps other than that to which they were first appointed?
2. Give the rules under which a soldier is permitted to purchase his discharge from the service.
3. When is a soldier entitled to be discharged?

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CHAPTER IV.

MISCELLANEOUS.

SECTION I.—SUPPLY OF FOOD, FORAGE, AMMUNITION, AND STORES.

(I.)—FOOD.

As already stated, the free ration supplied by Government to each soldier at home consists of 1 lb. of bread and ¾ lbs of meat in barracks, or 1 lb. of meat when under canvas. Abroad, Officers are also entitled to the same ration ; wives of men on the married roll to half a ration, and their children under 14 years of age to quarter of a ration.

A.R., 17, 23.

At large stations, these rations are supplied by the Army Service Corps direct from the Corps' bakeries and abattoirs ; at small stations, contracts are made by the Army Service Corps Officer in charge of supplies with civilian contractors, who issue the rations direct to the troops.

Ration indents are made out by the Squadron Quartermaster-Serjeant or Colour-Serjeant, and sent in to the Quartermaster of the unit, who sends in a requisition for the whole unit to the Army Service Corps or contractor, showing the number of rations required the following day. Groceries and other articles of extra messing are obtained regimentally, and paid for by the men, as already explained.

Men in hospital are rationed from their companies on the day of admission ; afterwards they are placed on hospital rations up to and including the day of discharge from hospital. The hospital diets are varied as may be ordered by the Medical Officer in charge of the case. A man on hospital diet pays 7d. a day hospital stoppages, unless

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admitted for an injury received at drill or on duty, when the General Officer Commanding is empowered to remit the whole or half of the hospital stoppages. **A.R., 60, 65, 67.**

Men in prison are fed by the prison authorities, separate contracts being made for the supply of the necessary articles of food to the prisons. **A.R., 79.**

On active service, the rations issued to the troops are the field ration, the grocery ration, and the emergency ration.

The field ration consists of 1 lb. of fresh or preserved meat, and 1¼ lbs. of bread or 1 lb. of biscuit ; the grocery ration consists of 4 ozs. of groceries ; and the emergency or "iron" ration is a small cylinder containing about 9 ozs. net, half of it being cocoa paste and half pemmican. **W.E., p. 8.**

As far as possible, an army in the field lives on the resources of the country, but these have to be supplemented by supplies sent up from the rear. Stationary magazines are established at the base and various points along the line of communication for the collection of stores of food, and from these the moveable supplies are replenished. These last consist of—

(1) The rations carried on the man ;
(2) Those carried in regimental and departmental transport ;
(3) Those carried in the supply park.

W.E., pp. 8, 102.

The emergency or "iron" ration which is carried on the man is only to be used when ordered, as it is intended for possible emergencies, and frequent inspections must be made to see that it has not been eaten or thrown away.

(II.)—Forage.

Forage is issued like food, either by the Army Service Corps direct or by contractors in accordance with contracts made with the Army Service Corps. The daily ration for each horse at home is—

	Hay.	Oats.	Straw.
In quarters ...	12 lbs.	10 lbs.	8 lbs.
In camp ...	12 lbs.	12 lbs.	nil.

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The ration counts from the mid-day feed of the day for which it is drawn. Under certain circumstances horses at draught work may be given an extra 2 lbs. of oats.

A.R., 158, 159.

Horses are fed three times a day, the hay being divided between the mid-day and evening feed ; they are to be watered at least four times a day, and always before feeding. **Q.R., 860.**

The remarks made above about the supply of food to troops on active service apply equally to the supply of forage for the horses, forage being carried in the field :—

1. On the horse.
2. In regimental and departmental supply waggons.
3. In the supply park. **W.E., pp. 9, 102.**

(III.)—AMMUNITION.

Ammunition is issued to the troops by the Army Ordnance Department, on the requisition of the Commanding Officer of the unit, usually in the presence of a commissioned officer. The ammunition in the regimental magazine is under the charge of the Quartermaster, who is responsible for the key of the magazine, and who must make the issues in person. Officers Commanding Squadrons and Companies must give a receipt for the quantity they receive. As a rule, ammunition will not be kept in the men's possession, but when, under exceptional circumstances, this rule is departed from, the ammunition in possession of the men must be inspected daily by Officers Commanding Squadrons and Companies. Guards and parties in aid of the Civil Power invariably have ammunition issued to them before going on duty, and on return to barracks, after completion of the duty, this ammunition must be collected in the presence of an Officer, and returned to the magazine. Before issuing blank ammunition, every man's pouches must be carefully inspected by an Officer, to see that no ball ammunition remains in them. **Q.R., 2028—2033.**

On active service, ammunition is issued from the base or other magazines on the lines of communication by the Army Ordnance Department. With each Army Corps there is an

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Ammunition Park, consisting of waggons and carts, horsed and manned by the R.A., and under the orders of the C.R.A. Corps Artillery. This carries reserve ammunition for every gun and rifle in the Army Corps. With the Artillery of each Cavalry or Infantry Division there is an Ammunition Column, which carries reserve ammunition for the Division, and which is itself replenished from the Ammunition Park. Each Infantry Battalion carries reserve ammunition in four small arm ammunition carts and on two mules, and each Cavalry Regiment has two small arm ammunition waggons and three pack animals with reserve ammunition. In the Artillery, the ammunition is carried in the gun limbers and in the six ammunition waggons with the Battery. When the supply with any of these units is exhausted, it is replenished from the Divisional Ammunition Column above mentioned.

W.E., pp. 5–7, 38, 42.

(IV.)—STORES.

Stores may be divided into two classes—equipment and barrack furniture.

Equipment includes valise equipment and accoutrements, intrenching tools, tents and camp equipment, transport vehicles, harness and saddlery, signalling apparatus, etc., all of which articles are obtained direct by units from the Army Ordnance Department, either in quarters or in the field.

Morrison, p. 197.

Barrack furniture is issued in bulk by the Army Ordnance Department to the Barrack Section of the Army Service Corps, by whom issues are made to the troops. Exchanges of barrack utensils and bedding are usually made monthly. Barrack furniture is, of course, only required in quarters.

Q.R., 304.

QUESTIONS.

1. What constitutes the soldier's free ration, and how is it supplemented? What is the daily allowance of forage for troop horses?
2. What rations are carried in the field actually with the fighting troops? Where are they carried?
3. What is the daily ration of a soldier :—

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(*a*) In barracks?
(*b*) Under canvas?
Does he pay anything for this; if so, what?

4. Which Department of the Service is especially concerned with the supply of:—
(*a*) Food for the army?
(*b*) Ammunition?

5. What does the term *equipment* comprise?

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Section II.—MOVEMENT OF TROOPS BY LAND AND SEA.

(I.)—By Land.

All movements of troops take place under the authority of a route, which is the authority for the police to provide billets when required. Routes are of five descriptions :—

(1) General or head-quarters route; issued by the Quartermaster-General, for moves of units from one District to another; for large movements of Militia; for miscellaneous movements of large parties of men.

(2) District route; issued by the authority of the General Officer Commanding a District for parties of recruits from depôts to corps; for parties to and from musketry; Militia units in their commands moving to and from the appointed place of training; miscellaneous movements of not more than 50 men.

(3) Regimental route; issued by the Officer Commanding units for parties not exceeding ten in number, and not requiring billets, proceeding on certain specified duties.

(4) Deserter's route; issued by Officer Commanding units for an escort to proceed for a deserter, and bring him back to his corps.

(5) Recruiting service route; issued by Officers Commanding Regimental Districts, and Recruiting Staff Officers for recruiting purposes.

Q.R., 1339, 1341, 1345—1353.

Travelling warrants are issued to prevent the necessity of making cash payments, and on being presented at the booking offices of railway and steamship companies are accepted for the necessary tickets, which are issued in exchange, the warrants being retained by them for subsequent payment by the War Office. **Q.R., 1354.**

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All armed parties of 20 men or more must be accompanied by an officer; and mounted detachments of 50 men proceeding by march route are to have a farrier or qualified shoeing smith with them. A Medical Officer will accompany units or detachments of over 200 men. **Q.R., 1332, 1333.**

Movements of mounted troops in the United Kingdom will be made by march route when the distance can be traversed in six marches; in other cases by rail.

Movements of dismounted troops, when the distance is too great for a single march, will be made by rail.

Q.R., 1321, 1322.

When troops move by march route, the hour at which they start will mainly depend on the object; but the climate, season, and distance to be marched must all be taken into consideration. As a rule, the march should commence about an hour after daybreak, after the men have had breakfast. The mounted services should not start earlier, unless obliged, because of the difficulty of feeding the horses and adjusting the saddlery in the dark.

The first duty after a march is to attend to the horses, arms, clothing, and equipment. For dismounted troops an inspection of the men's feet should take place when practicable. When troops are billeted, the men of each section or company must be kept together, and the officers near their men; an alarm post being in all cases established.

Q.R., 1373-1375.

When troops move by rail, if the numbers exceed 50, special notice should be given to the railway companies concerned. The compartments intended for ten ordinary passengers will, as a rule, carry eight soldiers, with their arms and accoutrements. Horse-boxes will take three officers' chargers, and cattle-trucks six to nine troop horses, while a carriage-truck will take a gun and limber, or a four-wheeled waggon or two two-wheeled carts.

An advanced party should be sent on to the station prior to the entrainment to mark the carriages, etc. The women and children and the light baggage should arrive at the station (with a party to load the baggage) in sufficient time for the families and baggage to be entrained before the arrival of the troops. **Q.R., 1324, 1379, 1380, 1382.**

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The entrainment of horses, guns, and waggons will, if possible, be conducted simultaneously, and should be completed before the entrainment of the men is commenced. The floors of trucks for horses should be at least 1½ inches thick, and should be carefully inspected for soundness; they may be sprinkled with sand to prevent the horses slipping, but no straw may be used for fear of sparks from the engine. In loading the horses in the trucks they should be led in file as quickly as possible after each other. Timid horses will follow most readily, when the man leading them does not look back. If necessary, a quiet horse may be led in first. Restive horses must be backed in or dragged in by means of a surcingle round the hind quarters.

Q.R., 1337, 1392, 1395.

The men will be told off in sections of fours, and will fill up the seats from the further end of the compartment on entering the carriages. Each man will stow away his kit; the arms being retained by the men or placed in the racks, never on the floor of the carriage. A Non-Commissioned Officer or old soldier will be placed in charge of each compartment. **Q.R., 1404, 1406, 1407.**

When the train is ready to proceed, "*Attention*" ("*Forward*" for mounted troops) will be sounded. Silence must be maintained until the train moves off. When the train arrives at its destination, the signal for the men to get out will be the "*Halt*" (or "*Dismount*," for mounted corps).

Q.R., 1408, 1418.

In case of an accident to the train, the officers will proceed at once to the carriages of which they are in charge, and the men will retain their seats till ordered to get out.

Q.R., 1414.

The maximum time required for the entrainment of the different arms at war strength with their transport is, for

Half battalion of Infantry, 40 minutes.
One squadron of Cavalry, 45 to 60 minutes.
Half battery of Artillery, 45 to 60 minutes.

The time necessary for the detrainment and falling in of the men is from 10 to 15 minutes; for mounted corps another 10 to 20 minutes are required. **Q.R., 1381, 1416.**

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Officers commanding units will requisition the Army Service Corps Officer in charge of transport for the conveyance of the baggage to its destination. Excess baggage will be charged to the troops. The details as to the amount of baggage allowed to all ranks, etc., are laid down in the Allowance Regulations. Fatigue parties for loading and unloading the railway trucks and transport waggons will be furnished by the troops. **Q.R., 1424, 1428, 1430.**

(II.)—By Sea.

Arrangements for the embarkation and disembarkation of troops are made by the Quartermaster-General, and are carried out under the superintendence of a Staff Officer of the District in which the port of embarkation or disembarkation is situated. **Q.R., 1457.**

The various kinds of ships employed for the conveyance of troops are known as :—

(1) A troopship; a ship of H.M. Service employed in the trooping service, officered and manned by the Royal Navy. These are now discontinued.
(2) A transport; a ship wholly engaged for the Government service.
(3) A troop freight ship; one in which conveyance is engaged for troops, but which is not entirely at the disposal of the Government. **Q.R., 1483.**

On a transport there is usually a Naval Transport Officer, who is the medium between the Commanding Officer and the Master of the vessel, and who represents the Admiralty, but he has no direct authority over the troops. The command of the troops is vested in the senior combatant Officer doing duty on board. An Adjutant, a Quartermaster, a Serjeant-Major, and Quartermaster-Serjeant, and four troop deck Serjeants are usually appointed. When there are enough Officers on board it is usual to have a Captain and Subaltern of the day and three Officers of the watch on duty daily. **Q.R., 1527, 1551, 1552, 1558.**

Uniform is always to be worn on board, and Officers arriving, whether with or without troops, are to report their arrival in uniform. **Q.R., 1532, 1556.**

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Officers doing duty with drafts will receive orders from the Officer Commanding the unit preparing the draft to join it at the station where it is being prepared. **Q.R., 1465.**

All ranks, and the wives and families of Officers and men, must be medically inspected, and no wives or families will be allowed on board without a medical certificate.

Q.R., 1461, 1515, 1519.

Baggage should be packed so as to measure about five cubic feet for each cwt.; no article measuring more than 30 cubic feet will be taken. Casks, crates, or packages with handles, cleats, etc., causing loss of stowage room, are forbidden. Each article must have the rank, name, and corps of owner, and the nature of its contents, painted on it. The shipment of baggage in excess of the quantities allowed by regulation is forbidden. **Q.R., 1497, 1499.**

Labels are issued from the War Office for labelling baggage according to where it is to be stowed, *e.g.*, "Baggage Room," "Cabin," etc. Heavy baggage is, when practicable, to be shipped the day before the troops embark. Each Officer or lady will be allowed a few small articles of baggage in the cabin, and each soldier's wife one box in the women's quarters. **Q.R., 1501, 1502, 1505.**

No explosives, matches, spirits, etc., may be taken on board. All ammunition is to be handed over on deck to a ship's Officer, to be placed in the magazine.

Q.R., 1480, 1500, 1537.

Before the baggage is put on board, the Staff Officer, or Officer in charge of the baggage party, will inspect the baggage-rooms and sign a certificate that they are clear. The seamen will sling and unsling the baggage, but it must be stowed by the troops. **Q.R., 1508, 1511.**

The women and children should, when practicable, arrive on board together, and at such an hour as will ensure their being berthed before the arrival of the troops. **Q.R., 1521.**

As soon as the troops arrive, they will be told off in messes, and taken below to their messes to stow their arms, kits, etc. Sea kit-bags will be stowed in the racks over the mess tables. Valises and kit-bags will be placed in a separate baggage-room, or in some part of the general

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baggage-room where they are readily accessible. A label, with the owner's name and number, should be pasted on the side of the butt of each rifle, and another, with the letter of the company, on the heel of the butt. **Q.R., 1534, 1535, 1533.**

The Non-Commissioned Officer in charge of each mess should check the utensils with the list on the back of the roll. Officers Commanding companies, etc., and drafts must be present at the issue of bedding, and are personally responsible for the amount received. Dinners for the day of embarkation will be prepared on board, unless the Commanding Officer sends timely notice that they will not be required. **Q.R., 1536, 1542, 1543.**

As soon as possible after embarkation, the troops will be told off to their duties. A strong company will be told off for guard; special men will be selected as (1) police, (2) orderlies, (3) assistants to ships' cooks and bakers, (4) hammock stowers; the remainder of the troops will be divided into three watches; one watch being constantly on deck under an Officer. As soon as possible after the troops have been told off, they will be exercised in fire and collision stations. **Q.R., 1546, 1547, 1568.**

Smoking is allowed on the upper deck only, and pipes must have wire covers. Lanterns for lighting pipes are provided. No lights are allowed on the troop decks except the regulation police and safety lamps. **Q.R., 1579, 1580.**

The following ship's signals are in general use, and on being used, the bugler on duty will sound the calls indicated:—

For Fire.—The bell is rung violently, strokes in quick succession.
Bugle Call—Alarm (prepare for cavalry).

For Collision.—The bell is rung, three strokes at a time, the groups in quick succession.
Bugle Call—Close, four G's, assembly.

For Man Overboard.—The steam whistle is sounded, several short blasts in quick succession.
Bugle Call—Alert, followed by halt.

Whenever the "Halt" sounds, every one is to remain still, and silence is to be maintained. **Q.R., 1588, 1589.**

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QUESTIONS.

1. Give the instructions in the Queen's Regulations which guide an officer in the selection of the hour for marching.
2. You are in charge of a detachment of 50 men with orders to proceed by rail to rejoin your head quarters. Roughly, what accommodation would be required in the train? How would you entrain your party at the station?
3. Explain the difference between a troopship, a transport, and a troop freight ship.
4. What are the first things that a soldier should attend to after a day's march is over?
5. What are the rules as to the allotment of billets, when troops are to be so quartered?
6. When troops are embarked on a hired transport, what precautions should be taken to guard against fire?
7. What are the orders with regard to the care of ammunition on board ship?

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Section III.—DETAIL OF CARRYING ARMS, AMMUNITION, AND EQUIPMENT.

(I.)—Cavalry and Mounted Services.

In the Cavalry, all ranks carry the sword, when mounted, attached to the saddle in a frog, edge to the rear, on the near side. The swords of dismounted men are carried on the vehicles. Serjeants and the rank and file carry a carbine in a bucket, attached to the saddle on the off-side. A revolver is carried by Warrant Officers, Staff-Serjeants, Trumpeters, and others who do not carry a carbine. Both ranks of Lancer Regiments, and the front ranks of Dragoon Guards and Dragoons, carry lances ; the heel of the lance fits into a socket on the stirrup, and has a sling attached through which the man can pass his arm.

F.S.M. Cav., p. 12; Morrison, p. 197.

The carbine, sword, and lance will be carried on parade in all orders of dress, by the several corps of whose equipment they form part ; but on dismounted duties men of mounted corps will only carry such of their arms as may be ordered. Sight-protectors will never be taken on parade, but will be taken on the line of march in peace time. Sabretaches are not to be worn by ranks below that of Corporal, and never when the sword is carried on the saddle.

Q.R., 2022 (i), (iv).

Each man armed with a carbine will carry on active service 30 rounds of ammunition in a bandolier over the left shoulder. **F.S.M. Cav., p. 12.**

The haversack will be carried on the left side, the strap passing over the right shoulder under the pouch belt (or bandolier), except in the case of men of the Horse and Field Artillery, and mounted men of the Army Service Corps, who wear it over the left shoulder. When empty it will be neatly folded and fastened with a button, the lower edge in line with the elbow. **C.D., p. 31 ; Q.R., 2022 (vii).**

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The water-bottle will be carried on the man, under the left arm, the bottom of the bottle to be in line with the elbow, the strap over the right shoulder and under the pouch belt. **C.D., p. 31.**

The following articles are carried by Cavalry soldiers on the horse in the manner stated. Those marked *A.* are carried on active service only, and those marked *P.* are not carried on active service :—

Cloak, rolled 26 inches long and fastened in rear of the saddle.

P. Cape, rolled 34 inches long and fastened to the saddle in front of the wallets.

Mess tin, fastened by the off baggage strap to the off-side of the saddle.

Nose bag, when empty, rolled and carried on the shoe case; when full, the strap will be fastened to the arch of the saddle, on the near side.

Corn bag, when empty, folded flat, and placed between the cantle of the saddle and the cloak; when full, in the same place, with the ends hanging down and resting on the side-bars.

Forage net, when empty, folded flat, and placed between the cantle of the saddle and the cloak; when full, hanging in front of the near wallet. (Two nets carried in peace.)

Shoe case, under sword frog.

Hoof picker, on shoe case strap.

A. Saddle blanket, under the riding saddle.

Surcingle pad, on surcingle, under the horse's belly.

Picketing pegs, one fastened to the carbine bucket, and one on the cloak.

Mallet, on the off wallet, head upwards.

Heel rope, coiled round the shackle and carried on the near side behind the nose bag, fastened to the baggage strap.

Head rope, fastened round the horse's neck.

F.S.M. Cav., p. 13; C.D., p. 31.

In the Cavalry, the following articles are carried in the wallets, in marching order, the weight being evenly distributed :—

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Horse brush and curry comb
Horse rubber.
Sponge.
One pair of socks.
One shirt.
Holdall, complete.
Towel and soap.
One pair of spare boot-laces.
Tin of grease.
Emergency ration. } On active service only.
Worsted cap.

C.D., p. 28.

In the mounted branches of the Artillery the equipment will be carried as in the Cavalry, with the following exceptions. The picketing pegs for draught horses will be carried on the foot boards of the guns and waggons, and the drivers' cloaks in front of the wallets. The drivers' wallets will be packed as follows :—

RIDING HORSE.

Near Side.	*Off Side.*	
Shirt.	Holdall.	
Socks.	Towel and soap.	
Boot-laces.	Drawers.	
	Hair brush.	Replaced by worsted cap on active service.
	Brass brush.	
	Pipeclay sponge.	

OFF HORSE.

Near Side.	*Off Side.*	
Curry comb.	Curry comb.	
Horse brush.	Horse brush.	
Oil can.	Hard brush.	
Horse rubber.	Polishing brush.	Replaced by emergency ration and grease tin on active service.
Horse sponge.	Blacking brush.	
Water brush.	Tin of blacking.	

Q.R., 2023.

(II.)—INFANTRY AND DISMOUNTED SERVICES.

In the Infantry, Serjeants and the rank and file carry a magazine rifle and a bayonet. In time of peace, cleaning

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rods are only issued to Serjeants and Corporals; in war time, to all ranks carrying the rifle. Warrant Officers and Staff-Serjeants carry sword and revolver; bandsmen and drummers have a short sword; and pioneers a special pattern sword, the back of the blade forming a saw. Pioneers also carry special pioneer tools, such as axes, crow-bars, etc. Fifty per cent. of the rank and file carry an intrenching implement, which is worn on the right side, helve upwards, the point of the pick to the rear.

Morrison, p. 197; A.O., $\frac{1}{9}\frac{7}{6}$; Q.R., 2022 (x.).

The rifle, with oil bottle and pull-through and the bayonet, will be carried on all parades, in all orders of dress. Sight protectors will never be taken on parade, but will be taken on the line of march in peace time. The bayonet is to hang on the left hip and under the haversack when worn.

Q.R., 2022 (i.), (ii.).

In dismounted services, in marching order, waist-belts will be worn outside frocks by Warrant Officers and Staff-Serjeants. Soldiers will wear the waist-belt over the great-coat when both are worn, except Warrant Officers, Non-Commissioned Officers, and others who wear the sword-belt with slings, who will wear it under the great-coat. When great-coats are carried folded they will be worn by Warrant Officers and Staff-Serjeants, *en banderole*, over the left shoulder. It is worn thus, also, by all ranks on fatigue, sometimes, the ends being fastened by one of the coat straps. When worn with the braces of the infantry valise equipment it must be tightly rolled, 15 inches long, with the tail end of the coat downwards, against the waist-belt.

Q.R., 2022 (v.), (vi.); Inst. V.E., pp. 4, 6.

The haversack will be worn over the right shoulder. The sling (both front and hind strap) will be worn under the waist-belt, the top of the haversack being in line with the top of the bayonet scabbard. When the haversack is empty it is to be neatly rolled up, and the sling kept the same length as when full. In the Garrison Artillery it is, when empty, to be worn under the frog and side arm, as far to the rear as possible without interfering with the valise; when filled, it is to be worn outside the frog and side arm, the top just below the lower edge of the belt. When worn

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with the infantry valise equipment the haversack is the first article of the equipment put on, being worn under the braces, etc. **Q.R., 2022 (vii.); Inst. V.E., p. 3.**

The water-bottle, in dismounted services, will be carried under the right arm, strap over the left shoulder. With the infantry valise equipment, in marching order, it should be put on last of all, the strap being passed under the valise and over the remainder of the equipment, the buckle of the strap on the centre of the man's breast, and the top of the bottle level with the top of the waist-belt. In other orders the back strap should be passed under the waist-belt.

Q.R., 2022 (viii.); Inst. V.E., p. 5.

With the valise equipment the mess tin is worn on the top of the great-coat, with the flat side next the back. The valise is worn on the shoulders, the top being in line with the bottom of the collar of the tunic or frock.

Inst. V.E., pp. 4, 7.

To pack the valise, in marching order:—Place pocket-ledger at the bottom. Roll shirt tightly, and place it at back of valise. Roll holdall complete and place it in front of shirt. Put a sock at each end of holdall. Place the brushes on left side of valise, bristles inwards. Fold towel and put it at back of valise on top of the shirt. Place grease pot and spare boot-laces next brush, and next the boot-laces, the soap, and pair of mitts. Lay cap on top of all. Double cape in two, turn collar and tail end into a width of 12 inches, turn ends in, and fold in three to about size of valise flap. Place cape, open side downwards, under flap of valise. Drawers (when carried) must be folded on top of cap. **Inst. V.E., p. 7.**

On active service, the infantry soldier carries the following articles in his valise, the total weight of which, with the contents, is 10 lbs. Emergency ration, tin of grease, socks, shirt, housewife fitted, holdall complete, worsted cap, field cap, towel and soap, cloth brush, canvas shoes, boot-laces, small book. He also carries in his two pouches 100 rounds of ammunition. **F.S.M. Inf., p. 11.**

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PART II.

CAPTAINS, BEFORE PROMOTION TO MAJOR.

[In Addition to Part I.]

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CHAPTER I.

DISCIPLINE.

SECTION I.—MANAGEMENT OF PROVOST PRISONS.

Provost prisons include garrison and regimental cells, and are intended for the confinement of men awarded imprisonment by their Commanding Officer or by sentence of Court-Martial not exceeding 42 days. All prisoners will be subjected to the same discipline, whether confined by sentence of Court-Martial or award of their Commanding Officer. **Q.R., 628; R.P.P., 1.**

Provost prisons are under the control of the General Officer Commanding the District, and will be managed according to the "Rules for the Management of Provost Prisons." In each District one or more Staff or Field Officers will be appointed to inspect the prisons, at uncertain times. The inspecting Officer should see the prisoners at their usual duties, and will note in the Visitors' Book the date of his visit, and any remarks he has to make. **Q.R., 628, 633.**

Garrison provost prisons are placed under charge of a Provost-Serjeant specially appointed, who is responsible that the regulations are strictly carried out; he also performs such garrison police duties as may be ordered, and is allowed such number of Garrison Police to assist him as may be necessary, and a soldier to act as cook. Every prisoner is to be visited daily by the Officer on garrison duty, and a Medical Officer, and the Provost-Serjeant is responsible that any complaints are brought to the notice of these Officers. **Q.R., 638—640, 643—645.**

Regimental provost prisons are governed by similar rules, but are under the immediate supervision of the Officer

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Commanding the unit to which the cells are appropriated. The Regimental Provost-Serjeant is in charge, and carries out similar duties to those of the Garrison Provost-Serjeant, and he is assisted by the Regimental Police, whose numbers vary according to circumstances, but should never exceed six. **Q.R., 647, 651.**

Prisoners are to be committed after the dinner hour, and before dark. **Q.R., 634.**

During the first 14 days, hard labour is to be carried out in separation. Hard labour is not to exceed ten hours daily. Shot drill is reserved as a punishment for prison offences. **R.P.P., 1, 2.**

Irregularities or minor breaches of discipline are to be reported to Officers Commanding Garrisons or Corps, who may order the prisoner to be put on "punishment diet" for any period not exceeding 72 hours, and to be deprived of his bedding for a like period; or, as an alternative, he may order shot drill, not to exceed nine exercises of one-and-a-half hours each. "Punishment diet" consists of 1lb. of bread per diem, with water. No task of hard labour may be enforced on any day on which a prisoner is on this diet; and after being on this diet for three days he cannot be again placed on it for a fresh offence until after an interval of three days on ordinary prison diet. These punishments are to be entered in the Prison Defaulter Book, and if the Officer orders it, in the Regimental Defaulter Book also.

R.P.P., 5.

Prisoners will have blankets only for the first 14 days; afterwards they have a palliasse and bolster also, unless deprived of them as above. **R.P.P., 7.**

They are to be marched to Divine Service on Sundays under escort; and for this purpose are to bring with them, on committal, their tunic, one pair of trousers, and undress cap. **R.P.P., 17; Q.R., 635.**

The Provost-Serjeant is to visit each prisoner frequently; and will keep the following books:—

(*a*) Journal: All occurrences of importance are to be entered; the hour of visit of the Officer of the day, Medical Officer, and Chaplain.

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(*b*) Prison Defaulter Book: All punishments are to be entered.

(*c*) Prison Register: To be kept as directed in the book.

(*d*) Cash Book: For messing and other expenditure.

(*e*) Visitors' Book: Remarks of Visiting Officers are to be entered. **R.P.P., 14, 28.**

When a prisoner's sentence expires on Sunday, Good Friday, or Christmas Day, he will be released the day before. **R.P.P., 31.**

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CHAPTER II.

DUTIES.

SECTION I.—DUTIES OF REGIMENTAL OFFICERS.

Commanding Officers will supervise and control all duties performed by Officers and others under their command, and will be held accountable for public equipment and stores, of whatever description, appertaining to their Corps or establishments. They are also responsible for the correct receipt and issue of all supplies, and for the daily issues being inspected and weighed in the presence of an Officer, to ensure the men and horses receiving the quality and full weight to which they are entitled. **Q.R., 670, 672.**

Every order issued for general information and guidance is either to be republished in regimental orders, or otherwise circulated to all in the unit whom it may concern.

Q.R., 673.

Field Officers and Captains are often to be directed to take command on parade and to exercise the unit. **Q.R., 677.**

Field Officers should make themselves thoroughly acquainted with the professional abilities of all Officers under their supervision, and Officers Commanding companies, etc., should have a similar knowledge as to their Subalterns, who ought at all times to look to them for instruction and advice. Whenever a portion of a unit is detached under a Field Officer for any period exceeding six months, the Commanding Officer will call upon the Field Officer commanding the detachment to furnish him with such reports as he may require to enable him to complete his own Confidential Report. **Q.R., 211, 682.**

Squadron and company Officers are responsible for the training of all men under their command, and for the

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maintenance of effective drill instruction, and no Officer is to be appointed to command a squadron or company unless he is competent to instruct in these duties. **Q.R., 1058.**

The Adjutant will assist the Commanding Officer in the instruction of young Officers, but recruits are to be trained by their squadron or company Officers, who have to lead their squadrons or companies in war. The efficiency of these Officers will be judged by the fitness of their commands for war. During field training these Officers will instruct their men in the military history of their regiment.

Q.R., 1059, 1060 A.

In the cavalry, regimental classes are to be formed under a qualified Officer for the instruction of selected men in the duties of " Cavalry pioneers." **Q.R., 1063.**

In the infantry, companies are to undergo an annual course of gymnastic instruction with their Officers, whenever a gymnasium is within reach. Every company will also be struck off duty for a course of field training under the Officer Commanding the company. **Q.R., 1084, 1087.**

Each unit of cavalry, garrison artillery, and infantry in possession of machine guns must have a thoroughly trained gun detachment for each gun in charge, who are to be instructed by the Assistant-Adjutant. This Officer is also responsible for training the range-takers in the infantry. In the horse and field artillery, Officers are to make themselves thoroughly acquainted with the range-taking instrument in possession of their batteries.

Q.R., 1099, 1120, 1122.

An Officer on duty is to visit the barrack-rooms every morning to see that they are clean, that the bedding has been properly made up and the bedsteads properly arranged, the windows opened for ventilation, and the gas taps properly turned off. **Q.R., 303.**

During the first week of every month the Commanding Officer, or an Officer (if possible, not under the rank of Captain) deputed by him, is to make an inspection of barracks, stores, and bedding in possession of the troops, and note any repairs, etc., necessary. The Commanding Officer will then send in a requisition for all articles required to be replaced or exchanged. **Q.R., 304.**

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An Officer, not below the rank of Captain, will also be detailed to accompany the Principal Medical Officer or Royal Engineer Officer at their periodical inspections. Officers Commanding squadrons, batteries, and companies will attend the inspection of their own barrack-rooms and stables; and the Riding-Master at the riding school.

Q.R., 303, 308, 318.

When troops change their stations, a marching-in inspection of the barracks, fixtures, and furniture is to be carried out by an Officer not below the rank of Captain, or the Quartermaster of the unit concerned. The party to take over barracks should precede the unit, and should not, for a regiment or battalion, exceed two officers, four Non-Commissioned Officers, and twelve men. The Officer taking over will initial each inventory before leaving the room or quarter, making out a list, if necessary, of any articles requiring exchange or replacement. **Q.R., 311, 312.**

A similar party will be left behind to hand over the quarters vacated, and the Officer handing over will sign the note books of the Engineer Officer, and the Officer in charge of barracks, as a voucher for the correctness of the damages and deficiencies noted, or will object on the spot to any charges against which he wishes to appeal. **Q.R., 316.**

Whenever seditious or inflammatory language is used during Divine Service in any place of worship not under military control, the Senior Officer present will use his discretion in withdrawing the troops with as little interruption as possible. **Q.R., 1307.**

In mounted units, the Commanding Officer should have a weekly horse parade, when he will inspect every horse as to its general condition and shoeing, and the fitting of the saddlery. If a regimental parade cannot be held because of the duties, the horses will be paraded by squadrons. Commanding Officers are also responsible that proper discretion is exercised in adjusting the ventilation. Frequent inspections of the stables are to be made by regimental and other Officers concerned to ensure their cleanliness and sanitary condition. **Q.R., 853—855.**

When horses return from exercise, "Stables" and "Officers' Call" should sound 15 minutes after the return

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of the troops. As soon as each horse is reported clean by the man in charge, it should be inspected by the Squadron Officer, and, if passed, the man should be allowed to get on with cleaning his kit. When all, or nearly all, the horses in the squadron are passed, the squadron should be reported as clean, with the few exceptions, by the Squadron Officer to the Orderly Officer. The "feed" will be sounded when the Commanding Officer is satisfied with the stable arrangements. All horses should be fed at the same time, the men who are late being withdrawn from their horses while feeding; and the Officers may then be permitted to leave the stables. One Officer per squadron should later on inspect the saddlery to see that it has been properly cleaned. Officers, when they come to stables, must inspect the horses and kits cleaned at irregular hours to see the work has been properly done. **Q.R., 867, 869, 871, 876.**

The daily supply of forage will be inspected, and a proportion weighed, by the Captain of the day, before its removal from the garrison forage store. **Q.R., 900.**

On board ship the command of the troops devolves on the Senior Combatant Officer doing duty with them, who is responsible for any breach of discipline, whether the Officers and men embarked belong to the same regiment as himself or not. He will occupy a special cabin, which he is not to give up to anyone but members of his own family. In this cabin is placed a safe, of which he will have the keys, and in which money and valuables belonging to military passengers may be deposited. He is to be furnished, by the Staff Officer superintending the embarkation, with the necessary stationery and forms, and the following documents:

(i.) Seniority list of Officers.

(ii.) Statement of troops ordered to embark, and hours of arrival.

(iii.) Instructions for guidance on arrival at Bombay (on voyages to India).

(iv.) Certificate of inspection of baggage-room.

(v.) Blank disembarkation returns, and minor offence reports.

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(vi.) Books of instruction for issue to certain Officers (proceeding to Bombay); and a separate parcel of Indian Forms.

A manual of Military Law and the Queen's Regulations will also be put on board. **Q.R., 1475, 1481, 1496, 1551.**

The duties of the Captain and Officer of the day on board ship are similar to those performed by the Captain and Subaltern of the day in barracks. **Q.R., 1564, 1565.**

The Officer of the watch is to remain on deck, and whenever his watch is called, is to attend with the men. He is to muster the watch whenever it is called, and is to visit the sentries every hour by day and night, and cause them to be visited by a Non-Commissioned Officer every half-hour during the night. **Q.R., 1566.**

QUESTIONS.

1. Give the rules for the washing, ventilation, and arrangement of beds and bedding in barrack-rooms.
2. Give a general idea of the subjects published in Regimental Orders.
3. State the rules given in the Queen's Regulations, relating to the issue and promulgation of orders.

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Section II.—GARRISON DUTIES.

In every garrison a Field Officer of the day is detailed daily. In small garrisons, Captains do duty as Field Officer of the day; when the garrison is large, a Captain may be detailed to assist the Field Officer, or two Field Officers may be detailed. These Officers come on duty at guard mounting and perform their duties mounted, unless otherwise ordered, except in the case of Captains of dismounted corps. The duties of the Field Officer of the day are to be present at garrison guard mounting, to visit all garrison guards by day and night, to visit the station hospital and the garrison provost cells, to act as president of the garrison board which inspects the rations, and to take command of the picquets in case of fire, riot, or alarm. The morning he comes off duty, when the guards dismount, the guard reports are sent to him, and he forwards them to the Brigade or Garrison Office with his own report, in which he is to note any irregularity he may have observed.

Q.R., 255, 256.

At stations where there are military prisons, visitors to these prisons are appointed by roster from among the Field Officers in the garrison. **R.M.P., 2.**

Whenever a fire or other occurrence involving destruction of public property takes place in any barrack, a garrison board (including a Royal Engineer Officer and the Officer in charge of barracks) is to be immediately assembled to investigate the cause of it. A similar board is to be assembled to report on re-appropriations, on sites for buildings, or any new buildings. **Q.R., 354, 356.**

Abroad, Provost-Marshals, who will be Commissioned Officers, will be appointed when necessary. On active service, the principal Provost-Marshal should be a Field Officer. Provost-Marshals may be employed in the execution of sentences of Courts-Martial; and on active service

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have important duties in connection with the discipline of the force. **Q.R., 535, 536.**

Working parties in the field should be detailed by complete units under their own Officers, who are responsible for the amount of work done; the duty of the Engineers being to see that the labour is properly applied.

Q.R., 297.

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CHAPTER III.

INTERIOR ECONOMY.

SECTION I.—OF A REGIMENT.

(1.)—OFFICERS' MESSES.

An Officers' Mess is established in each unit, and the Commanding Officer is responsible that the regulations are observed, and the mess conducted without undue expense or extravagance. Every Officer of the corps is to be a member of the mess, and all present at head-quarters, except married Officers, are to be dining members. **Q.R., 931, 934.**

Every Officer must pay his mess bill on or before the 7th of each month, and the president of the mess committee will report to the Commanding Officer any omission to do so. No Officer will be granted leave while his mess bill for the preceding month remains unpaid. **Q.R., 932, 933.**

A Serjeant may be employed as caterer, but no Non-Commissioned Officer may be employed in any menial capacity. **Q.R., 936.**

A mess meeting is to be held once a quarter to discuss any propositions affecting the management of the mess, when the proceedings of the quarterly Audit Board on the accounts will be laid before the meeting. **Q.R., 941.**

The senior combatant Officer present at mess is responsible for the maintenance of discipline. **Q.R., 944.**

All Regimental Officers on the strength of a unit of cavalry or infantry will, on appointment, pay to the mess fund a contribution not exceeding 30 days' pay, and on promotion a further contribution not exceeding 30 days' difference between the pay of the two ranks. All Officers

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on the strength of a corps, whether present or absent, are to pay a subscription not exceeding eight days' pay a year, to be charged in quarterly payments in advance.

Q.R., 948, 952, 955.

There are special regulations for the contributions and subscriptions of Officers of the Royal Artillery, Royal Engineers, and Army Service Corps. **Q.R., 949, 951, 956.**

(II.)—SERJEANTS' MESSES.

A Serjeants' Mess will invariably be formed when practicable. The Commanding Officer will be responsible that it is properly conducted, and the second-in-command will be charged with its immediate supervision. **Q.R., 993.**

All Warrant Officers, Staff and other Serjeants, and paid Lance-Serjeants, must be members. Lance-Serjeants not receiving pay as such have the option of being members or not. In the Royal Engineers, Corporals are also to be members. All unmarried members of the mess must be dining members.

Every member should pay an entrance fee not exceeding three days' pay on first joining, and on promotion the difference of three days' pay. A monthly subscription may be charged not exceeding 1s. 6d. for unmarried, and 9d. for married members.

Mess meetings are to be held monthly, at which all members are to attend, the senior presiding. Minutes of the meeting are to be submitted for the approval of the Commanding Officer.

The management of the mess will be conducted by a committee, consisting of a Staff or Colour-Serjeant as president, and two Serjeants (one married and one unmarried) as members. A Serjeant will be selected by the Commanding Officer as caterer, and will be exempt from all other duties. He will take charge of all stores, and receive and hand over to the treasurer the amounts due from members for liquors, an entry of which will be made in the "Liquor Book" at the time it is supplied to each member. As far as possible, all supplies are to be obtained from the Regimental Institute. A Staff or Colour-Serjeant is to be

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appointed treasurer by the quarter. He will collect from Captains the amount due by Serjeants of their squadrons or companies for messing, etc. He will hand over to the second-in-command any sum exceeding £5. He will pay small bills owing by the mess, those exceeding £1 being paid by the second-in-command, usually by cheque.

The daily rate of messing is not to exceed one shilling. No beer or spirituous liquor is to be sold before the forenoon parade, and under no circumstances to any private or Non-Commissioned Officer who is not a member of the mess.

Q.R., 994.

None of the following may act as president or treasurer of the Serjeants' Mess:—Serjeant-Major, Schoolmaster, Bandmaster, Regimental Quartermaster-Serjeant, or Serjeant Instructor of Musketry. **Q.R., 995.**

(III.)—Bands.

The establishment of the band in a regiment of cavalry or battalion of infantry consists of—

1 Bandmaster (warrant officer).
1 Serjeant.
1 Corporal.
20 Privates (in the infantry).
15 Privates (in the cavalry).

These numbers are in addition to the establishment of trumpeters, drummers, buglers, or pipers. Eight boys in each battalion may also be enlisted for training as musicians either in the band or drums. **Q.R., 972; R.R., 147.**

When a man is appointed a bandsman an entry of the appointment is to be made in the Statement of Services on the third page of his Attestation. When he commits an offence entailing a regimental entry he is to be struck off the establishment of the band, and will not be eligible to be again taken on the strength till three months after the expiration of his punishment. **Q.R., 973.**

The accounts of the band fund are to be laid before the quarterly Audit Board. Every Officer, on attaining the rank of Captain, will contribute a sum not exceeding 20 days' pay to the band fund, and on subsequent promotion a

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further contribution not exceeding 20 days' difference of the pay of the two ranks. All above the rank of Subaltern will also pay an annual subscription not exceeding 12 days' pay, in quarterly payments in advance. **Q.R., 975, 982.**

(IV.)—Regimental Institutes.

Regimental Institutes are established to supply the troops with good articles at the lowest possible prices, and to provide means for their recreation and amusement. They are, as a rule, divided into two branches—the refreshment department, which includes the canteen, the grocery shop, and coffee room; and the recreation department, which comprises all that relates to recreation, such as the library, the recreation-rooms, shooting gallery, skittle alley, and any branch coffee bar attached to the library and reading-room. The management of all the branches is under a committee of three Officers, the president being a Field Officer (usually the second-in-command) if possible, but in no case under the rank of Captain. The committee are to superintend the accounts, and to frequently visit the premises and inspect the quality of the articles sold.

Q.R., 997, 999, 1005, 1007, 1008.

The canteen is to be managed as a well-conducted tavern; no intoxicating liquors are to be sold before 12 noon or after tattoo, or during the hours of Divine Service on Sunday; it is to be closed at tattoo. Canteens in the mounted branches may be opened for 15 minutes before mid-day stables, or before stables after field days. Women may not drink in the canteen, and no civilians may be served. **Q.R., 1010, 1015.**

The grocery shop is to be quite distinct from the canteen, and, when possible, in a separate building. No intoxicating liquors or poisons may be sold. It may be kept open for half-an-hour after tattoo. Officers and soldiers and their families are alone allowed to deal with the shop; all purchases are to be paid for at the time, except that pass-books are allowed for Officers' and Serjeants' Messes, and the families of those allowed to deal. **Q.R., 1011, 1013, 1018.**

The coffee-room is, when possible, in a separate room, and is maintained to supply refreshments, such as tea, coffee,

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non-alcoholic drinks, soup, fish, bacon, eggs, etc. It may be kept open for half-an-hour after tattoo. When possible, a branch is established in connection with the library.

Q.R., 1012.

Whenever the barrack accommodation admits, there are to be two recreation rooms under the regimental librarian. One is used as a library and reading-room, and the other for games. The games, furniture, etc., supplied at the public expense for these rooms, are dealt with as barrack stores. **Q.R., 1019, 1027.**

The librarian should usually be a private, never above the rank of corporal; he is paid out of the funds such remuneration as the committee may, with the Commanding Officer's approval, determine. **Q.R., 1025.**

These rooms will be open to all soldiers who subscribe. The monthly rates of subscription should be as low as possible, but never above the following. Subscribers whose permanent rank is:—

Not below Serjeant	6d.
Not below Corporal, 2nd Corporal, or Bombardier	4d.
All lower ranks	3d.

A sub-committee, elected by subscribers, will recommend to the committee the books to be purchased for the library, and the periodicals, newspapers, games, etc., for the recreation rooms. No newspapers or periodicals are to be admitted without the sanction of the committee. Books are obtained from the garrison library at the station, and are periodically exchanged. **Q.R., 1020—1022.**

A sum is granted under the Allowance Regulations for the maintenance of games in libraries and regimental recreation-rooms. The grant is at the rate of £2 10s. per annum for each squadron, battery, and company, with an establishment not exceeding 100 rank and file, and an additional 10s. per annum for each extra 20 men. **A.R., 672.**

(v.)—Regimental Workshops.

The second-in-command will supervise all the regimental workshops, each of which is to be under charge of an Officer. The accounts of each will be audited once a quarter by the Audit Board. **Q.R., 674, 791.**

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The establishment of pioneers in each battalion is one Serjeant and ten men, all of whom should be tradesmen, competent to repair barracks and carry out any work required by a corps. The Serjeant must have a certificate from the School of Military Engineering.

Q.R., 793, 796, 797.

A Serjeant-Master-Tailor is allowed in each cavalry regiment and infantry battalion, and certain depôts. He must have been trained at the Army Clothing Factory. He has charge of the tailor's shop, where all repairs to the men's clothing are carried out. The new clothing is also fitted, and in some cases made up, in the tailor's shop, the master-tailor receiving a fixed allowance from Government for all such work done. Soldiers who are tailors by trade are employed in the shop. Four boys per battalion (except in India) are allowed to be specially enlisted for training as tailors. **Q.R., 805, 806; C.R., 218—222, R.R., 147.**

A shoemaker's shop is similarly established in each corps, wherein men who are shoemakers by trade carry out the repairs to the men's boots under a qualified Non-Commissioned Officer. **Q.R., 812.**

An Armourer-Serjeant of the Armourer Section, Army Ordnance Corps, is attached to each unit, and has charge of the Armourer's shop, where necessary repairs to the arms, etc., of the unit are carried out. **Q.R., 776, 778.**

(VI.)—SOLDIER SERVANTS, ORDERLIES, AND SIGNALLERS.

Each Regimental Officer is allowed to employ one soldier as his servant, and Mounted Officers are allowed a second to act as groom. Special rules are laid down for the servants of Staff and Departmental Officers. Soldiers must have done duty in the ranks for one year in the case of infantry and garrison artillery, and for 18 months in the case of mounted corps, before they are eligible to be selected as servants. They are to be fully armed and equipped, must go through the annual course of musketry, are to be in the ranks at field days, and attend such drills as the Commanding Officer thinks necessary. The payment laid down in the Regulations, by Officers to their servants, is

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2s. 6d. a week in the cavalry and artillery, and 1s. 6d. a week in the infantry. Serjeants of mounted corps are to pay 1s. 6d. a week to the men employed to look after their horses and appointments. **Q.R., 708, 709, 716.**

The number of men employed as orderlies is to be kept down as much as possible. In the case of mounted orderlies, the precise time at which the despatch is sent off, and the rate the man is to go, is to be written on the cover. Except in urgent cases, the rate must not exceed six miles an hour, and the orderly will always return leisurely, unless he has a letter to take back. A receipt, noting the time of receipt, is always to be given to a mounted orderly bearing a despatch. **Q.R., 717.**

The number of regimental signallers in each unit is as follows:—

Four per squadron in cavalry regiments in the higher establishment;
Three per squadron in cavalry regiments in the lower establishment;
Three per battery in mountain artillery;
Four per company in garrison artillery;
Six per battalion in the infantry;

with at least two per service-squadron, and one per company as supernumeraries. Each unit of cavalry and infantry is to have an Officer as instructor, and two Non-Commissioned Officers as assistant instructors, all of whom must have obtained certificates from the School of Army Signalling.

These instructors will form classes for regimental instruction, and will keep up the efficiency of the trained signallers by weekly practice. **Q.R., 1124, 1128, 1131, 1132.**

(VII.)—CLOTHING.

Clothing is of two kinds, public and personal. The former comprises full-dress head-dress, great-coat and cape (or cloak in the mounted services), leggings, haversacks, etc., which have to be given in on the expiration of the period for which they are supposed to last; the latter, tunics, serge frocks, trousers, caps, boots, etc., which become the property of the soldier at the end of the time

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for which they are issued, and are annually replaced on the anniversary of the date of his enlistment. **C.R., 15.**

Clothing is supplied to units on requisition from the Army Clothing Depôt.

Personal clothing, when worn for the prescribed period, is disposed of for the owner's benefit, by being sold either to other men of the corps, under the direction of the Officer Commanding the squadron or company, or to the contractor for the purchase of worn-out clothing, the proceeds being credited to the soldier. No clothing must be disposed of by a soldier without the written consent of the Officer Commanding the squadron or company. **C.R., 19, 21.**

Compensation will be granted for any article of personal clothing not drawn, at the time of annual issue, provided the time-expired article is, in the opinion of the Officer Commanding the squadron or company, fit for at least three months' further wear. The amount will be the full value of the article, and will be credited to the soldier's clothing account, in the Pay List. Any such sum may, with the consent of the Officer Commanding the squadron or company, be appropriated for buying any clothing or necessaries the man may require during the year. Any balance remaining on the next anniversary of his enlistment will be transferred to the man's credit in his pay account. Compensation for broken periods will be reckoned as follows :— Any period of 15 days or more will be reckoned as a month ; any period under 15 days will be disregarded.

C.R., 81, 83.

The following allowances will be granted towards the provision of plain clothes on discharge :—

	s.	d.
Warrant Officers and Non-Commissioned Officers entitled to first class clothing ...	15	0
Serjeants	7	6
Rank and file	5	0

C.R., 93.

(VIII.)—MEDALS.

Medals are to be shown at weekly kit inspections. When a man cannot produce his medal, a board, consisting of one

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Captain and two Subalterns, is to inquire into and record the cause of the loss. The board is to take evidence from an Officer as to the character of the man ; when no evidence beyond the loser's own is forthcoming, the board will, except in special circumstances, deal with the case as one of loss by neglect. If the board is of opinion the man made away with the medal, he will be dealt with for the offence against the Army Act, s. 24 (2). If he has lost it by carelessness or neglect, the board may recommend that it be replaced at his own expense after he has been two years without a regimental entry. If the loss was accidental, the board may recommend that he be supplied with a new medal at once, either at his own expense, or at the public expense, if the loss occurred on duty. **Q.R., 2043, 2046.**

The Meritorious Service Medal cannot be held concurrently with the Good Conduct Medal, but either of these may be held with the Medal for Distinguished Conduct in the Field. **Q.R., 2040.**

When a man in possession of the V.C. forfeits his medals, a special report will be made to ascertain Her Majesty's pleasure as regards the retention or forfeiture of the V.C. **Q.R., 2050.**

The Good Conduct Medal is a reward for long service with irreproachable character and conduct. Only such soldiers are to be recommended as are in every way worthy of the distinction, and who are of "exemplary" character, and who have 18 years' service. Non-Commissioned Officers and men are absolutely ineligible, who, during their service :—

(*a*) Have been six times entered in the Regimental Defaulters' Book.

(*b*) Have six cases of drunkenness recorded against them (letter D to count).

(*c*) Have been guilty of desertion or fraudulent enlistment.

(*d*) Have been convicted by Court-Martial of any offence ; or by the Civil Power for felony or any other offence of a disgraceful character.

(*e*) Have been drunk on duty, or after being warned for duty, or while actually engaged on garrison or regimental employment.

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(*f*) Have, as a Non-Commissioned Officer, been reprimanded or severely reprimanded four times.

(*g*) Have, as a Non-Commissioned Officer, been reduced for an offence by the Commander-in-Chief.

The grant of Good Conduct Medals will be announced in Army Orders and in Regimental Orders ; and the medal will be presented to the recipient at a "review order" regimental or garrison parade. **Q.R., 2052, 2057.**

QUESTIONS.

1. Describe the system of management in the Serjeants' Mess. Who supervises and controls this management ?
2. Describe the regimental recreation rooms, stating their object and how they are maintained and managed.
3. Distinguish between "clothing," "necessaries," and "equipment." What are the regulations as to the supply and maintenance of each ?
4. Give the rules which govern the award of a medal for "Long Service and Good Conduct" to Non-Commissioned Officers and men.
5. The clothing supplied to soldiers is divided into two "classes." What are they ? Name three articles in each class.
6. Give a brief description of the regimental institute, explaining the object of the several branches, and by whom they are managed.
7. When is "personal clothing" issued to a soldier, and when renewed ? What encouragement is given to the soldier to take care of his "personal clothing ? "
8. What Non-Commissioned Officers must be members of the Serjeants' Mess ? What is the limit of the monthly subscription for married members, and what for unmarried members ? May Corporals or private soldiers obtain drink at the Serjeants' Mess ?
9. What Non-Commissioned Officers have the option of joining the Serjeants' Mess or not ? Must all members be "dining members ? "

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10. State in general terms the nature, uses, and principal regulations for the management of—
    (*a*) The canteen.
    (*b*) The grocery shop.
    (*c*) The coffee-room.
11. Into what two classes is clothing divided? Under which head would each of the following articles be classed:—Tunic, great-coat, cotton drawers, leather leggings or gaiters, field service cap, helmet, sash, haversack?
12. Explain in general terms the method of giving clothing compensation. Where, and how, is such compensation shown in a soldier's accounts?

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Section II.—SYSTEM OF KEEPING REGIMENTAL BOOKS, etc.

The following books are to be kept in every unit, and are to be produced at the annual inspection. The Commanding Officer is responsible that they are correctly kept:—

1. Army Orders.
2. Regimental Order Book.
3. Record of Officers' Services.
4. Attestations.
5. Defaulter Sheets.
6. Officers' Court-Martial Book.
7. Court-Martial Sheets.
8. Casualty Book.
9. Letter Book.
10. Register of Letters received.
11. Copies of Returns.
12. Record of Services and Ages.
13. Register of Deserters.
14. Digest of Services of the Regiment.
15. Register of Marriages and Baptisms.
16. Register of Births, Marriages, and Deaths (at stations abroad).
17. Savings' Bank Ledger.
18. Daily Register of Cooking.
19. Description of Horses (mounted corps and infantry battalions having transport animals).
20. Equitation Register (mounted corps).
21. Register of Certificates of Education.
22. Postage Book.
23. Bedding Book. **Q.R., 2120.**

(1.)—Regimental Order Book.

This will consist of two parts:—Part I. (temporary orders), in which will be entered all orders as they are

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issued. At the commencement of each year such of these as the Commanding Officer thinks necessary will be transcribed into Part II. (permanent orders), with the number and date of issue. Part I. may then be destroyed. Part II. is to be indexed. **Q.R., 2123.**

(II.)—RECORD OF OFFICERS' SERVICES.

Each officer will sign his record on first joining his corps, and will initial each subsequent entry. The Commanding Officer and Adjutant will sign when the Officer ceases to belong to the corps. **Q.R., 2124.**

(III.)— ATTESTATIONS.

The original attestations of soldiers will be sent to the authority laid down in Queen's Regulations, para. 2129. These are for—

Cavalry, the A.A.G. for Cavalry ;
For Artillery, the Officer in charge R.A. Record Office, Woolwich;
For Engineers, D.A.G., R.E. Record Office, Chatham ;
For Infantry, the Officer Commanding Regimental District ;
For A.S.C., the A.Q.M.G., A.S.C. Record Office, Woolwich Dockyard.

The duplicate attestation will invariably be kept by the man's Commanding Officer.

Attestations and duplicate attestations will be kept in the portfolios in numerical order. Should either be lost or become so injured as to render it useless, a copy will be made and substituted for it.

Every variation affecting a soldier's service will be entered in his "Statement of Services" on the third page of both attestations. The most usual of these are :—Promotion or reduction from any rank ; grant, or deprivation of an appointment ; grant, forfeiture, or restoration of good conduct pay (to be entered in red ink) ; extension of service or re-engagement ; conviction by Court-Martial or the Civil Power ; absence without leave exceeding five days ; and imprisonment exceeding seven days awarded by Commanding Officer ; transfer to other corps ; posting to other portions of same corps ; date and cause of becoming non-effective.

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Similar entries will be made in the Military History Sheet on the last page of both attestations as the different casualties therein specified occur. All entries in both the Statement of Services and Military History Sheet are to be initialled by the Officer making them.

Q.R., 2129, 2131, 2134, 2136, 2138.

(IV.)—REGIMENTAL DEFAULTER SHEETS.

A sheet is to be kept for every Non-Commissioned Officer and man with his duplicate attestation. The following entries will be made therein :—

(i.) Every conviction by Court-Martial; every award by the Commanding Officer of one of H.M. Ships; every case of desertion or fraudulent enlistment when trial has been dispensed with; every conviction by a court of ordinary criminal jurisdiction, or by a court of summary jurisdiction. But when no punishment has been awarded on conviction by either of these civil courts, and also when the sentence of a court of summary jurisdiction is a fine, and the offender has not been imprisoned in default of payment, the Commanding Officer may, if he thinks fit, apply to the General Officer Commanding for authority not to make a regimental entry.

(ii.) Every case of reduction of a Non-Commissioned Officer by order of the Commander-in-Chief for an offence; not for inefficiency.

(iii.) Every award of imprisonment by the Commanding Officer.

(iv.) Every offence entailing forfeiture of pay, except (*a*) where the offence is absence not exceeding two days, (*b*) when the forfeiture is in consequence of a civil conviction, and no entry has been made under (i), or (*c*) when the offence was committed before enlistment. Stoppage of smoking on board ship exceeding seven days.

(v.) C.B. exceeding seven days.

(vi.) Every award on board H.M. Ships declared by the Regulations for Troopships to be equivalent to a regimental entry.

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(vii.) Any punishment awarded by visitors in a military or naval prison; by Officers Commanding garrisons, brigades, or units, in a provost prison, when so directed by the Officer awarding the punishment; and by directors of convict prisons in a civil gaol.

(viii.) Every conviction under Reserve Forces Act, 1882, Sec. 6, of an Army Reserve man.

(ix.) A fine of 2s. 6d. and upwards in a colonial corps, and 5s. and upwards in all other corps.

Crimes of drunkenness are to be entered in black ink, and numbered in red ink with the same number as the corresponding entry in the Squadron, Battery, or Company Defaulter-Sheet. The following rules are to be observed to ensure uniformity:—

(i.) In trials by Court-Martial the general nature of the charge only is to be entered; when there are two or more, they are to be numbered. The date of the original sentence of the Court is to be entered in the column "date of award."

(ii.) In trials for disgraceful conduct or insubordination, the generic heading is to be given with the specific charge added, *e.g.*,

Disgraceful conduct—embezzling public money.

Insubordination—disobedience of orders.

(iii.) Vague entries, such as "improper conduct," will be avoided.

(iv.) Confinement to barracks is to be represented by *C.B.*; imprisonment with hard labour by *Impr. H.L.*; fine by *Fined*——; penal servitude by *P.S.*; deprived of lance stripe by *Depd. of Lce. Stripe.*

(v.) Imprisonment awarded by the Commanding Officer will be entered in hours up to seven days inclusive; over seven days in days.

(vi.) No date or place is to be entered in the "offence column" unless the statement of the offence involves two, in which case the first will be entered in the "date" or "place" column (as the case may be), and the second in the "offence column."

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(vii.) Forfeiture of pay or good conduct pay is to be noted under the head of "remarks" as "*Forfeits ——days' pay*" or "*Forfeits G.C.B.*"

(viii.) The date of every summary award is to be entered in the column for "date of award."

On the death of a soldier, his defaulter sheet may be destroyed; if a man deserts, his sheet will be kept with the unit for a year, or until embarkation, and then sent to the depôt; if he is transferred, his sheet, certified by the signature of an Officer, will be sent with him; when he is discharged, his sheet will be forwarded with his discharge documents. **Q.R., 2150, 2155.**

(v.)—COURT-MARTIAL SHEETS.

A Court-Martial Sheet will be kept for every Warrant and Non-Commissioned Officer and man with his duplicate attestation. No entry is to be made of a charge upon which any man has been acquitted, but in every case of conviction, the charge, finding, sentence, and minute of confirmation will be entered in full, and signed by the Commanding Officer. The date of the original sentence is to be entered, as is any remission or commutation.

Certified copies of all convictions by the Civil Power will be attached to the Court-Martial Sheet. When the imprisonment exceeds seven days, an entry will be made in the sheet; when the imprisonment is under seven days, the conviction counts as an ordinary regimental entry. When soldiers are transferred or become non-effective, their Court-Martial Sheets will be dealt with in the same manner as their Regimental Defaulter Sheets. **Q.R., 2159, 2160, 2162.**

The record (countersigned by the Commanding Officer) of the declaration of a court of inquiry on illegal absence of a soldier is to be kept with his Court-Martial Sheet.

Q.R., 2164.

(VI.)—DIGEST OF SERVICES OF THE REGIMENT.

Every corps will keep up an historical record, stating the period and circumstances of its original formation. In the artillery, this is to be kept up by batteries and companies; in the infantry, it will be kept up for the whole regiment at

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the Depôt, while a battalion record will similarly be kept in each battalion. Officers Commanding line battalions will send to the Officer Commanding Regimental District, on the 1st April and 1st October, particulars of all services, etc., to be entered in the regimental record. In these records will be noted the stations where the corps has served, with dates of arrival and departure; all battles, sieges, and other military operations in which it has been employed; the names of all Officers killed or wounded, and of any Officer or man who may have specially distinguished himself in action. All badges which the regiment has been permitted to bear, and the reasons for granting them, and the authority, will be stated. Any particular alterations in the clothing, arms, equipment, etc., will be recorded, with the date of order for the same. **Q.R., 2170—2173.**

(VII.)—SAVINGS' BANK LEDGER.

The Savings' Bank Committee, consisting of the Commanding Officer, the Second-in-Command, and the Adjutant, are responsible for the correctness of this Ledger, which is kept by the savings' bank clerk, from the No. 2 Forms sent into the orderly-room by Officers Commanding squadrons and companies. The entries will be made by companies, etc. At the end of every quarter, the squadron and company Savings' Bank Ledgers will be compared with the Regimental Ledger by the committee. The account of every depositor is to be closed on the 31st March, and the balance carried forward to next year. The savings' bank clerk receives extra duty pay in proportion to the number of accounts to be kept, if over ten. **S.B.R., 34—37.**

(VIII.)—EQUITATION REGISTER.

In this Register the Officers, men, and horses are to be entered in three classes. The first class will consist of such Officers and men as are competent for any duty in connection with equitation; the second class, those who are in an intermediate stage of proficiency; and the third class, those who are in the early stages of instruction. The horses will be classed in like manner. The Commanding Officer will superintend this classification, and determine

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any alterations. Dismissal from riding drill is authorised by him only, after a personal inspection. Class rolls are also to be kept up in each troop. **Q.R., 2183—2185.**

(IX.)—CORRESPONDENCE.

All correspondence and other documents for the War Office will be addressed to the Under-Secretary of State, War Office. **Q.R., 2069.**

Official letters are to be written on foolscap paper with quarter margin, with a heading showing the rank, name, and corps of the Officer from whom it emanates, and the Officer or Head of Department addressed; the station and date must be given, and the subject briefly indicated in the upper left-hand corner. Unnecessary enclosures are to be avoided, and their blank leaves removed. If the letter does not extend beyond one page, and has no enclosures, it may be written on a half-sheet. **Q.R., 2074.**

Unless otherwise indicated, replies will be made in the form of minutes. The first minute will follow the original letter, which will be numbered 1, the minute being numbered 2 (in red ink if possible); each succeeding minute will similarly follow the last and be numbered consecutively, fresh half-sheets being added as required.

Q.R., 2075.

Officers commanding units are to transmit communications to the War Office through the General Officer Commanding, unless otherwise ordered. All correspondence is to be addressed to the Staff Officer of the General.

Q.R., 2083.

All letters of a secret or confidential nature are to be marked "Secret" or "Confidential," and should be enclosed in two envelopes, the inner one only being so marked. Envelopes so marked are only to be opened by an Officer.

Q.R., 2111.

QUESTIONS.

1. Enumerate the cases in which an entry of an offence or punishment has to be recorded in the regimental defaulter book.

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2. Enumerate the awards of punishment of a Commanding Officer which would be entered in the regimental defaulter book.
3. Describe the regimental defaulter book.
4. In what defaulter book, if any, would the following cases be entered :—

   Private A.—Seven days' C.B. Forfeits two days' pay, for absence.

   Private B.—Fined 5s. and seven days' C.B., for drunkenness.

   Lance-Corporal C.—Deprived of lance stripe, for drunkenness.

   Serjeant D.—Severely reprimanded, for overstaying his furlough six days.

   Corporal E.—Reduced to the ranks by order of the Commander-in-Chief, for inefficiency.

   Private F.—one day's C.B., awarded by his Captain for having a dirty rifle.
5. Show, by an example, how official letters should be written, choosing your own subject.

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Section III.—ARMY FORMS IN USE.

These are too numerous to be given here in detail. Mention has been made of many of the forms most frequently used, and explanations given as to the method of keeping them. As a rule, instructions are printed on most Army Forms, giving full information as to the way in which they are to be filled up.

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CHAPTER IV.

MISCELLANEOUS.

SECTION I.—REGULATIONS FOR ENCAMPMENTS.

(1.)—CAMPS.

Troops in the field, when halted for the night, are sheltered either in (*a*) camps, (*b*) bivouacs, or (*c*) cantonments. The conditions to be satisfied are (1) rest and comfort, (2) readiness to assemble for the march or for fighting. The first is best attained by encampments or cantonments; while bivouacs are more compact and most suited to prompt assembly. Camps may be formed of huts or tents, or may be mere bivouacs made of brushwood, straw, or anything at hand. Hut encampments are used when an army occupies a position for a long time, as during a siege.

The proximity of the enemy decides whether military or sanitary considerations shall weigh most in selection of the site. Military considerations are: that the troops shall be so encamped as to be rapidly ready for action, and that there are facilities for obtaining water, wood, forage, and straw. Sanitary considerations are: the nature of the soil, the avoidance of marshy ground and woods, or newly-ploughed ground.

The space required for the following units at war strength is as under:—

Unit.	Front in yards.	Depth in yards.	Parade Ground, in addition to depth.
Infantry Battalion, full size	120	182	60 yards.
minimum...	60	136	
Cavalry Regiment, full size	150	195	
minimum...	100	150	
Cavalry Squadron	70	80	
Battery, ½ interval	80	158	Can form up on ground allotted, but parade ground should be added when possible.
Field Company, R.E.	50	148	
Company, A.S.C.	80	175	

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Intervals between units should never be less than ten yards clear of the tent ropes.

In deciding the dimensions, the following must be borne in mind :—

(1) The length of time the camp is to be occupied.
(2) That order, cleanliness, and ventilation must be ensured.
(3) That free means of passage through the camp are essential.
(4) That a straggling camp increases the labour of fatigue duties, and impedes the delivery of supplies and circulation of orders.
(5) That the more compact the camp, the easier it is to defend.

Infantry will encamp in column, or if the front be very limited, in column of double companies.

Cavalry, in column of half-squadrons, or squadrons.

Artillery, Engineers, and Army Service Corps, will form up with carriages in line at such interval as may be ordered, and will lay out the camps in rear of them.

Cavalry and Artillery should never be on a flank, unless the latter are necessary for defensive purposes, in which case the guns should be protected by a strong guard of infantry. Engineers usually encamp near the head-quarters of the Division. Infantry should be encamped according to the military requirements, a portion being in positions where they can readily fall in for the protection of the camp. The Supply Depôt should be near a good road, and the Army Service Corps should be encamped near it.

When troops remain in camp more than three days, the tents should, when the weather permits, be struck from time to time, and all the contents removed and aired, and the ground under the tents exposed to the sun and wind; the tents being loosely pitched in the intervals to air. The flies should be rolled up the first thing every morning. At night, and in rainy weather, the ropes should be slackened to prevent the pegs drawing, or the pole breaking. Trenches should be dug round the tents, and drains made to carry off the water (this is best done on a wet day). The position of kitchens and latrines will depend on the prevailing wind.

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It is most important that the water supply should not be polluted; a guard will, therefore, be at once posted over it.

As the troops approach the ground, a mounted Officer will ride on from each unit to ascertain the position it is to occupy, and will then return and conduct it to the ground.

Infantry.—Each battalion will be formed in column with its right flank on its camping ground The quarter-guard will be mounted, and the men for picquet told off at once.

The positions of the latrine and the water supply will be pointed out to the men. Band, drummers, pioneers, etc., join their companies, which are then told off in squads of 15 men to each tent, including a Non-Commissioned Officer in charge, the Colour-Serjeant being in the rear tent.

Arms will be piled, and accoutrements taken off and placed in rows on the ground, or hung on the arms; the men may then sit down, but must not leave their companies till the guards and picquets are placed.

One Non-Commissioned Officer and six men (one file as pole-men, one as packers, one as peg-men) per squad will be told off ready to pitch the tents when the waggons arrive.

The Adjutant will then parade the following parties:—

Cooking party: Two cooks per company, under the Serjeant-Cook.

Latrine party: Two men per company, and a proportion of the pioneers, under the Pioneer-Serjeant.

Water party: One Non-Commissioned Officer and two men per company, under a Serjeant.

Ration party: A Non-Commissioned Officer and two men per company, under the Quartermaster-Serjeant.

Wood party: A Non-Commissioned Officer and two men per company.

As soon as the waggons appear, an Officer from each unit will conduct the regimental waggons to the rear of the ground; the whole of the tent squads, except the front rank pole-men, will march off under a Subaltern per company, and fetch the tents. Officers Commanding companies will

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parade the front rank pole-men on the inner flank of their companies, and extend them from the left. They will be dressed by Officers Commanding companies by the left, and covered from the front by a mounted Officer. The squads will prepare the tents for raising on the bugle sounding one "G," when all will be raised together.

Cavalry.—If it is necessary to compress the front of the camp, the encampment should be in column of squadrons; but, if possible, column of half-squadrons is preferable.

On arrival, the regiment will be formed in column, each squadron near its own horse lines. The men will dismount, arms be taken off the saddles, and the horses linked by squads. All spare men will then lay down the horse lines, and as soon as they are ready the horses will be picketed. Three stable sentries per squadron will be told off, and the remainder will be told off for pitching tents, drawing forage, rations, fuel, etc. Quarter and rear guards must be posted directly the men have dismounted. Tents will then be pitched as described for infantry. **R.E., ss. 1, 2.**

(II.)—Striking Camp.

The hour for reveillé is named in orders, and no man should stir till it has sounded. As soon as it has sounded, the cooks should light the fires and make the coffee, the necessary preparations having been made over night. Meanwhile, the blankets will be packed in the waggons, the trenches filled in, and all refuse collected. After breakfast, the fires will be extinguished, and the field kitchens filled in. The latrines and refuse pit must not be filled in till the last. Tents will be struck and packed. One Officer per squadron or company must see all the equipment properly packed in the waggons, as detailed in the Field Service Manuals.

The "*Dress*" will sound 15 minutes before the "*Fall in*," by which time everything should be packed. Horses will then be hooked in and the transport formed up. A mounted Officer should ride over the ground and see that (1) nothing has been left behind, (2) latrines and kitchens are filled in, (3) all rubbish has been buried. **R.E., s. 4.**

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(III.)—Bivouacs.

Bivouacs are seldom resorted to except when near the enemy. The following are the chief points to be considered in selecting the site :—

(*a*) The nearer it is to the position, and the simpler the route to the latter, the better.
(*b*) The front should be perpendicular to the line of advance.
(*c*) Fires should be concealed from the enemy.
(*d*) Site should be dry, fairly level, and of sufficient size.
(*e*) Protection from bad weather.
(*f*) Facilities for water and wood.

The area required is about that necessary for a minimum camp. There must be facilities for getting under arms and moving off ; and Officers must be near, or, at night, actually among their men. Neighbouring buildings may be occupied (under proper authority). Walls, hedges, undulations of the ground, etc., should be used for shelter from the wind ; mats, waterproof sheets, and blankets, can be utilized to keep off rain.

A good circular bivouac can be made by digging up the earth round the ground to be occupied, and planting brushwood on the mounds of earth ; a fire can be lighted in the centre, and the men lie down, like spokes of a wheel, with their feet to the fire.

In mounted corps, if the bivouac is only for a short time, the men lie in front of their horses, using their saddles as pillows. In the Artillery and Army Service Corps, the gunners and dismounted men can get shelter under the waggons, making a screen with blankets on the windward side. **R.E., s. 6.**

(IV.)—Cantonments.

Troops may sometimes be quartered in the houses in the district, if the resources of the country and military considerations admit of it ; they are then said to be in cantonments. *Extended cantonments* are when they are distributed over a wider area so as to allow them and the inhabitants more comfort ; *close cantonments* are when they

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are more concentrated, ready for marching or fighting, and they must then use all available buildings, some having even to bivouac. The distribution of the area for cantonments will be made by the Staff, and would be by Divisions, Brigades, Regiments, etc.

The accommodation available may be roughly estimated as follows:—

To rooms over 15 feet wide, but under 25 feet, allow two men to every yard of length.

To rooms 25 feet wide and over, allow three men to every yard of length.

The top story is usually left for the inhabitants.

In close cantonments, men must be placed in the passages, and less room allowed to the inhabitants.

For horses; count the stalls, and in barns and outbuildings allow five feet of length for each horse, and if the building is over 24 feet wide, two rows of horses can be placed in it.

An advanced party must precede each unit by some two or three hours' march, and having ascertained the area allotted to their unit, mark on the doors of the buildings the companies, etc., to occupy them. Alarm posts must be established, precautions taken for preventing or extinguishing fires, and additional sanitary measures made.

R.E., s. 7.

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